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ABSTRACT

This handbook has been developed to assist Job Training Partnership Act (JTPA) coordinators with the information and procedures required for successful implementation of the JTPA in North Carolina public schools. The following are covered: program objectives, job requirements, file checklists, outreach/recruitment, marketing activities, program enrollment, eligibility documentation, program orientation/participant rights, complaint and grievance procedures, orientation checklists, assessment, school record reviews, employability development plans, program implementation, counseling logs, participant tracking, collaborative committees, JTPA work experience activities, youth employment certificates (work permits), citizenship employment eligibility verifications, child labor requirements, fiscal information, reporting requirements, income tax withholding information, form processing, Division of Employment Training/participant data forms information, and contact personnel. Eighteen sample forms are appended, include administration and participant file checklists, JTPA eligibility and verification record and participant's rights forms, an employability developmental plan, interagency cooperative agreements, student evaluation and work experience tracking sheets, and an amendment request. (MN)

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ED298347

1988-89

JOB TRAINING PARTNERSHIP ACT

HANDBOOK

For DPI/JTPA 8% PROGRAMS

DIVISION OF SUPPORT PROGRAMS
SUPPORT SERVICES AREA
DEPARTMENT OF PUBLIC INSTRUCTION
RALEIGH, NORTH CAROLINA

CE050954

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INTRODUCTION

The Division of Support Programs has developed this Programmatic/Technical Assistance Handbook to provide the Job Training Partnership Act program coordinator with information and procedures needed for successful implementation of the JTPA program in the public schools. Its primary intent is to be an immediate source for the program coordinator to consult when clarification in various program areas is needed. Its use, in conjunction with the eight percent (8%) Job Training Plan, will be a useful resource tool in working toward program goals and objectives of the respective projects.

The mission of the Division of Support Programs is to ensure the coordinated delivery of services in local school administrative units to educationally disadvantaged, migratory and other at-risk students to help them increase their educational achievement, acquire employment skills, and successfully complete high school.

Theodore R. Drain
Assistant State Superintendent
Support Services Area

Dennis O. Davis
Director
Division of Support Programs

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PROGRAM OVERVIEW

The Department of Public Education, Division of Support Programs, has designed programs to serve economically disadvantaged, potential and actual dropout youth, ages 14-21, in the junior and senior high schools, alternative programs, and training schools of North Carolina. The program is designed to assist eligible youth in a successful transition from school to the work world while they complete high school. The Division of Support Programs will coordinate efforts within its division to carry out its objectives in conjunction with the Division of Vocational Education, the Division of Employment and Training, the Department of Labor, business/industry and state/local agencies.

Programs funded for the 1988-89 program year are designed to serve youth in the following activities:

Institutional Skills Training - designed to prepare students for technical careers and/or entry into a technical program at the community college level

Basic Education - designed to provide remedial education in reading, writing, language and mathematics

Services to Participants - designed to provide the employment and training services with emphasis on assessment and counseling which are needed to enable the participants to have maximum opportunities in unsubsidized employment

Education for Employment - designed to provide for the educational and employability needs of youth, ages 16-21, who are potential or actual school dropouts

Pre-employment Skills Training - designed to provide pre-employment skills training and instruction to youth, 14-21 years old, who plan to enter the job market after graduation

School to Work Transition - designed to provide occupational information, job search assistance, job clubs, job placement, job development, referral, and follow-up to high school seniors who plan to enter the full-time labor market upon graduation

Work Experience - designed to provide economically disadvantaged youth with subsidized employment in the public or private sector to prepare them for unsubsidized employment upon completion of the activity or upon completion of high school

NDN Projects - Mini Grants - designed to provide supplemental funds to LEAs for the adoption of an exemplary NDN program of the assessment, pre-employment skills training, career exploration, or basic/remedial education type

The primary goal of the Division of Support Programs in the Department of Public Education is to support local efforts in the development of new and existing programs designed to meet the needs of economically disadvantaged, potential dropout and actual dropout students during 1988-89.

JOB REQUIREMENTS

The program coordinator will be responsible for the implementation and coordination of the program.

The purpose of this position will be to carry out the goals, objectives, and activities outlined in the project and the development of the individualized Employability Developmental Plan (EDP). The program coordinator will serve as a contact person for students, staff, business/industry/community and be responsible for instructional activities, counseling, and job development and/or job placement.

This position requires a minimum of a current N.C. Teacher's Certificate, Guidance, School Social Worker, or School Psychologist Certificate. It is recommended that the person employed in this position have experience and/or an interest in working with disadvantaged youth.

Major Functions

- Recruit economically disadvantaged youth (14-21 or 16-21 years old) who have dropped out of the regular day school program or are potential dropouts
- Determine participant eligibility
- Provide the participant with program orientation
- Provide assessment of the participant's aptitude, interests, abilities and personal needs
- Develop the participant's EDP
- Implement the participant's EDP
- Provide the necessary instruction, activities and services for participants to ensure that the program's and the student's goals are being attained (i.e., pre-employment skills, career awareness/exposure, academics, personal needs and job placement)
- Identify available and projected jobs through contact with employers and community representatives
- Follow-up participant job placement to evaluate performance
- Coordinate the efforts of the collaborative committee
- Perform administrative duties (i.e., reports, surveys, meetings)

Specific Duties

10% - Recruit, determine eligibility and enroll participants

2% - Provide program orientation to participants

10% - Assess participant's abilities, interests, aptitudes and individual needs

5% - Develop the participant's EDP

70% - Implement the participant's EDP

Vocational and career exploration

Pre-employment skills training

Remediation

Academic course direction

Guidance and counseling

In-school and community agency referrals

Job search assistance

JTPA work experience

Job referral and placement

Follow-up services

1% - Coordinate the efforts of the collaborative committee

1% - Perform administrative duties (i.e., reports, surveys, etc.)

1% - Participate in SDPI activities such as in-service training/meetings/workshops

FILE CHECKLISTS

File checklists consist of both administrative and participant files designed as a summary of requirements specified in the 8% Job Training Plan. Each serves as a checklist to ensure uniformity in the file materials and re-emphasizes the items necessary for knowledgeable operation of the programs.

Administrative File

The administrative file is composed of documents which the program coordinator must maintain in the program center. The following are descriptions of each checklist item:

- Federal Register - an official document publishing regulations for implementation of JTPA programs (Part III, Department of Labor, dated Tuesday, March 15, 1983 Vol. 48, No. 51)

- Job Training Plan - program narrative including operational guidelines and requirements

- LEA Project Application (RFP) - completed application including program description and budget

- The Act and All Regulations - the Job Training Partnership Act's legal narrative (PL 97-300, Oct. 13, 1982)

- Cooperative Agreements - the agreement between DPI and each LEA, the agreement between the LEA and each SDA, the agreement between the LEA and local service agencies in regard to program operation

- Budget Amendment(s) - request from an LEA to DPI for adjustment to the initial budget to meet the particular needs of a program

- Property Approval - an approval by a DPI designee for any property purchase exceeding $1,000 per unit cost by an LEA

- Property Inventory - a cumulative listing of all property purchased with federal dollars under CETA and JTPA

- General Correspondence - any correspondence received from DPI, DET, PIC, SDA, Planner, etc., in reference to program operation

- Local Personnel Policy - an LEA's rules, regulations, rights, and responsibilities for its personnel (usually a handbook)

- Direction from the Grantor - issuances (changes, additions or information) from DET concerning program operation, compliance, assurances and certifications

*- Outreach/Recruitment - documentation of activities discussed in the services of the Job Training Plan

- Technical Assistance Guide - a copy of this handbook

- Applications Taken But Not Enrolled - a file consisting of all PD-1's completed (whether eligible or ineligible, but not enrolled).

- Insurance - documentation of the purchase of accidental medical insurance coverage for the program's participants (The name of the insurance company must be indicated and a copy of the policy must be maintained. Policies may provide individual or blanket coverage for the participants).

*- Transmittal Notice - DET Form PD-9 that serves as a cover letter and documentation of forms submitted by program coordinator (A copy of each PD-9 mailed must be maintained on file).

*- Review and Verification Procedures/Master List - the process of quarterly reviewing the applicant's eligibility (It consists of a statement which describes the procedure for selection of participants for review and the master list which shows the names of participants selected for verification).

*- Tracking System - documentation of the participant's hours of participation in a program activity (It is required for pre-employment skill activities and work experience activities).

*- Job Contact Documentation - documentation of the contacts made by program coordinator with employers.

- Job Bank - listings of job openings accessible to the program's participants.

- Dictionary of Occupational Titles - issued by Department of Labor, Employment and Training Administration which describes and codes most of the occupations found in this country (Fourth Edition should be available for reference).

- Master List of Employed Participants - a list of the program's employed participants (subsidized and unsubsidized) and their place of employment.

- Record of Wages - documentation of the cumulative earnings of the employed participants (subsidized and unsubsidized).

- Self-monitoring Instrument - method by which LEAs will monitor program compliance (This instrument will be developed at the state level and provided to the LEAs at a later date).

-Collaborative Committee - a list of committee members, meeting dates and minutes.

*Indicates checklist items discussed in other sections of this handbook.

Participant File

The participant file is composed of documentation of services provided to program participants. The documentation must be maintained by the program coordinator in each participant's file. The following is a description of the documents required in this file.

*- PD-1 - DET program application form
*- PD-2 - DET program enrollment form
*- PD-3 - DET program separation form
*- PD-4 - DET program termination form

*- Eligibility Verification - documentation of each individual selected in the quarterly review sample

- Selective Service - documentation of the participant's selective service registration (male, 18 years old or older)

- Citizenship - documentation of the participant's citizenship - I-9 form (work experience activities only)

- Handicap Verification - documentation of the participant's handicap

*- Orientation Checklist - documentation of program orientation for each participant

*- Participant Rights Form - explanation of the participant's program rights and proof of informing him/her of those rights

*- EDP - individualized work plan upon which program services are based

*- Counseling Log - documentation of activities, conferences, referrals, follow-ups and services provided to participants

- Work Related Documents - tax forms, work permits and time sheets

*- Training Agreements and Plans - job descriptions, expectations, etc., for participants enrolled in a work experience program

*Indicates checklist items discussed in other sections of this handbook.

OUTREACH/RECRUITMENT

Outreach/recruitment is an essential service in developing successful programs. It is intended to provide program operators with a pool of eligible applicants from which to select students most in need of program services. The target groups designated in the funding application will be given enrollment priority.

The methods and types of activities utilized by program operators in their outreach/recruitment efforts will vary. Those selected should effectively reach the targeted population. Examples of such activities are outlined in the Job Training Plan, but do not include all alternatives. Documentation of outreach/recruitment activities is required to show the selection procedures. It is the responsibility of each program coordinator to devise a method for documenting outreach/recruitment efforts.

(See example of outreach/recruitment documentation below.)

Outreach/Recruitment Documentation

Date	Activities
9/10/88	Explained the program's goals and objectives and requested referrals during the faculty meeting
9/12/88	Placed posters around the school to explain the program and recruit applicants
9/17/88	Reviewed the free lunch list and requested conferences with possible applicants to explain the program

MARKETING ACTIVITIES

Brochures, newspaper articles, and radio spot announcements are required marketing activities in each program. Additional marketing activities may include television spot announcements, local billboards, placements, and other written materials which facilitate the marketing strategies.

PROGRAM ENROLLMENT

The projected enrollment for each program set forth in the Job Training Plan should be attained by the end of the 2nd quarter (Dec. 31). This enrollment must be maintained for the remainder of the program year.

ELIGIBILITY DOCUMENTATION

The target group of students eligible to participate in 8% programs are economically disadvantaged youth, 14-21 years of age, potential or actual school dropouts. Priorities established in the Job Training Plan must be observed by the program coordinator in enrolling these applicants.

Quarterly Review

The program coordinator is required to determine and document the participant's program eligibility. Verification of the participant's eligibility will be completed each quarter of the program year. These quarterly reviews will be completed within 15 days after the end of the quarter for which verification is determined. A 10% sample will be randomly selected from the enrollees during the quarter in question. A written statement must indicate the method of selection utilized. A master list of verification will be maintained in the administrative file indicating only the participants selected in the sample and the number enrolled during that quarter. A verification form will be completed and maintained for participants selected in the sample. (See examples on following pages).

Documentation

The sources utilized in the quarterly review will be indicated on the verification form and a copy of the documentation attached to the participant verification form. These will then be maintained in the participant's files.

MASTER LIST FOR REVIEW [illegible] TION

CONTRACTOR Wake County Schools

CONTRACT # 6-3500-00-9600

QUARTER 1st (July 1-Sept. 30, '88)

PROGRAM JTPA

TOTAL # ENROLLED DURING QUARTER 20

APPLICANT NAME	SOCIAL SECURITY NO.	DATE VERIFICATION COMPLETED	ELIGIBLE OR INELIGIBLE

9a

Method of Selection

Every tenth participant from an alphabetized list of names was selected for review and verification.

JTPA PROGRAM ELIGIBILITY REVIEW AND VERIFICATION RECORD

NAME: _____ Title 11-A _____

SOCIAL SECURITY NUMBER: _____ Title 11-B _____

PROJECT NUMBER: _____ 3% _____

ELIGIBILITY ITEM	VERIFICATION SOURCES	VERIFICATION SOURCES USED	RESULTS
Birthday & Age	*Birth Certificate *Driver's License *School ID Card *Work Permit	Birth Certificate (copy attached)	Eligible
Citizenship	*Employment Eligibility Verification (I-9)	I-9	Eligible
Residential Address	*Driver's License *Phone Directory *Utility Bills *Rent Receipts *Voter Registration *Library Card *School ID Card	Utility Bill (copy attached)	Eligible
Selective Service Registration	*Selective Service System	Selective Service (number attached)	Eligible
Family Income	*Pay Stubs *Employer Contacts Assistance *Public Assistance Records Forms *Family Members	Pay stubs (attached) or *UI Documents Contact (verification attached) *W-2	Public
Number in Family	*Public Assistance Records Service Agencies *Collateral Contacts	Social Service Contact (verification attached) *Social	Eligible
Receives Cash Welfare Payments	*Welfare Records *Welfare Eligibility Guidelines Agency Contacts	Social Service Contact (letter of verification attached) *Social Service	Eligible

ELIGIBILITY ITEM	VERIFICATION SOURCES	VERIFICATION SOURCES USED	RESULTS
Foster Child Status	*Certifications from Appropriate Institution or Agency	Social Services Contact (Statement attached)	Eligible
Receives Food Stamps	*Social Service Agency Contacts *Food Stamp Identification Card	Food Stamp Card (copy attached)	Eligible
Eligible Non-Citizen Status	*Ins. Papers *Alien Workcards *Passport *Birth Certificate *Voter Registration	N/A	
Handicapped	*Voc. Rehab. Agencies *Social Services Agencies *Veterans Administration *Doctor Reference	N/A	
For Handicapped Individuals Only: Individual Income	*See Verification Sources Listed Under Family Income	N/A	
For Non-Economically Disadvantaged Only: Barrier(s) To Employment: Limited English Displaced Homemaker School Dropout Teenage Parent Handicapped Older Worker (55+) Veteran Offender Alcoholic Addict Other, Specify: _____ _____	*Specify Applicable Barriers:	N/A	

VERIFICATION RESULTS:

NAME: _____

TITLE: Program Coordinator

DATE: September 5, 1988

X Applicant Eligible (Economically Disadvantaged)

__ Applicant Eligible (Non-Economically Disadvantaged)

__ Applicant Ineligible

PROGRAM ORIENTATION/PARTICIPANT RIGHTS

Program orientation is designed to familiarize participants with the program and services available to them through program participation. Each participant will receive a program orientation at the time of enrollment; however, if several students are enrolled at the same time, group sessions may be held. The program coordinator will be held accountable for the participant's orientation to and understanding of the following:

-the program goals/objectives;
-program rules and regulations;
-participant rights/grievance procedures;
-eligibility requirements;
-supportive services available; and
-work related components.

Orientation services will also be extended to school staff/administrators, employers and agencies.

The orientation checklist located in this handbook will be used as a guide for participant orientation to the programs.

Participant's Rights Form

The Participant's Rights Form has been devised to ensure that the enrollee's rights are protected. The program coordinator is to initiate appropriate measures during the orientation sessions to ensure that program participants are knowledgeable of their civil, employment, and grievance rights. The program coordinator will read and/or explain the Participant's Rights Form and grievance procedures to the participants. The program coordinator will also be available to assist them in writing any complaints and grievances they may encounter during program participation. After these have been explained to the participant, the participant will acknowledge that this information has been read and explained to him/her by writing his/her signature on the Participant's Rights Form. It will also be necessary to write the name of the program coordinator who read and explained the Participant's Rights Form, the date this activity took place, and the name of the EEO Officer or designee in his/her LEA.

Upon completion of this activity, the program coordinator will offer the participant a signed copy of the form and maintain a signed copy in the participant's file. (See sample copies of 8% Participant's Rights Form and Complaint and Grievance Procedures for Staff and Participants).

(See sample checklists for participants enrolled in activities H-17 and H-21).

Participant Rights

Service Delivery Areas and State Agencies may not discriminate on the basis of race, color, handicap, sex, age, national origin, religious beliefs or political affiliation in the following:

-selection for the program;
-job assignment;
-termination; or
-any other term, condition, benefit or privilege of employment or training.

Participant Employment and Grievance Rights

(1) Employment Rights: Appropriate standards for health and safety in work and training situations must be maintained. All enrollees in work or training activities must be covered by Workmen's Compensation Insurance, or the equivalent. Enrollees will be paid at a rate not less than the Fair Labor Standards or state or local minimum wage, whichever is highest. Enrollees should have pay procedures as well as time limits and goals of the program explained to them at the time of enrollment.

(2) Grievance Rights: Each Service Delivery Area and State Agency must establish and maintain grievance procedures for participants which shall identify the appropriate official with whom all complaints are to be filed. Such procedures are to be made available to all participants at the time of enrollment. These procedures are to fully describe and outline how complaints are to be filed. All complaints should be filed in writing.

Participant Appeals

In the event a JTPA participant feels that it is necessary to file a program complaint, he/she should contact his/her SDA or State Agency Equal Employment Opportunity Officer or designee, and

(1) Make every attempt to resolve the problem or complaint through informal counseling or negotiation;

(2) File the complaint through appropriate channels with the SDA or State Agency Equal Opportunity Officer or designee;

(3) Exhaust his/her SDA or State Agency complaint procedures prior to filing with the Civil Rights Officer;

(4) Appeal in writing to the Civil Rights Officer at the following address:

Division of Employment and Training
P. O. Box 27687
Raleigh, North Carolina 27611

The Civil Rights Officer will review and/or investigate the complaint and issue a written determination. The complainant, Service Delivery Area or State Agency, and SDA sub-grantee will be notified of the determination and further steps that may be taken. Should this determination be unacceptable to the complainant, he/she should then:

(5) Appeal to the Director of the Office of Administrative Hearings at the following address:

North Carolina Department of Natural Resources
and Community Development
P. O. Box 27687
Raleigh, North Carolina 27611

This appeal must contain the following information:

The full name and address of the person making the charge;
The full name and address of the party against whom the formal appeal is made;
A copy of the Determination made by the Civil Rights Officer; and
A clear and concise statement of any areas of disagreement.

Any appeal not filed within prescribed time frames may be administratively dismissed as "untimely filed."
Appeals must be in writing.

.....

The above has been explained to me by

_____

on _____ and I have been offered a copy to retain.

EEO Officer or
Designee:_____Participant_____

COMPLAINT AND GRIEVANCE PROCEDURES

Staff/Participant's Grievances

In the event any staff or participant feels that it is necessary to file a program complaint, he/she should contact the agency EEO Officer or designee, and make every attempt to resolve the problem or complaint through informal counseling or negotiation.

If this is not possible, he/she should file the complaint in writing utilizing the SDPI grievance procedure.

The SDPI grievance procedure is as follows:

1. Discuss the problem with the supervisor,

2. If the decision by the supervisor is not acceptable, the complainant will have fourteen (14) days to contact the department head to discuss the problem,

3. If the decision by the department head is not acceptable, the complainant will have fourteen (14) days to contact the State Department of Public Instruction (SDPI) to resolve the problem,

4. If the decision from the SDPI is not acceptable, the complainant will have thirty (30) days to appeal in writing to the DET EEO Officer,

   Complaints to the DET EEO Officer should be addressed to:

   Division of Employment and Training
   Post Office Box 27687
   Raleigh, North Carolina 27611

The DET EEO Officer will review and/or investigate the complaint, issue a written determination, and notify the complainant and the agency of further appeal rights.

The appeal to the DET EEO officer must contain the following information:

1. The full name and address of the person making the charge,

2. The full name and address of the party against whom the formal complaint is made,

3. A copy of the determination made by the agency,and

4. A clear and concise statement of any areas of disagreement.

Any appeal not filed within prescribed time frames may be administratively dismissed as "untimely filed."

GRIEVANCES MUST BE IN WRITING

A written decision must be issued to the complainant by the LEA within sixty (60) days.

ORIENTATION CHECKLIST

Instructions:

Each new participant should be provided an orientation to the JTPA project in which he/she is being enrolled. The following checklist should be used as a guideline for the orientation, and after completion, a signed copy is to be placed in the participant's file:

____ 1. Give brief explanation of JTPA rules and regulations including eligibility requirements.

____ 2. Give explanation of the purpose and goals of the enrolling project and any special features of the funding source or SDA and regional requirements.

3. Give explanation of the specific participation limits of the enrolling project.

____ a. Tryout Employment (H-21) and Entry Employment (H-20) are limited to 20 hours weekly (except during summers and holidays) for a total of 250 hours in each program (Sec. 205 (d) (3) (b)).

____ b. Inform that notification, in writing, will be provided two weeks before a limitation is met.

4. E. E. O.

____ a. Inform participants of rights and grievance procedure

____ b. E.E.O. Officer for the LEA is:_____

Office location:_____Telephone:_____

____ 5. Explanation of Hatch Act

A participant cannot be involved in any political activity during working hours. This includes soliciting or transporting voters, distributing campaign material, working on or developing campaign materials, etc.

6. Training Component:

____ a. Make participants aware that they will be involved in training and set ground rules for participation.

____ b. Discuss arrangement for the individual and/or group sessions with the program coordinator.

____ c. Explain the importance of a high school education to future employability.

7. Work Component (if applicable);

a. Provide a Brief Description of Job:

___ (1) Job title and list of duties_____

___ (2) Rate of Pay $3.35/hour minimum

___ (3) Supervisor's name_____

___ (4) Worksite location_____

b. Timesheets (if applicable);

___ (1) Describe procedures for assuring accuracy and completeness of training and work timesheet form

___ (2) Discuss overtime policy and documentation on timesheet

___ c. Withholding Tax Forms: To be signed, dated, and filed in participant's file.

___ d. I-9 Form: To be signed, dated, and filed in participant's file.

___ e. Explain that JTPA work experience is temporary and that the participant and the program coordinator should continue to seek unsubsidized employment.

f. Fringe Benefits (if applicable);

___ (1) All are covered by Workmen's Compensation - give explanation of coverage and filing of a claim

___ (2) Travel Reimbursement - describe policy

___ (3) All are covered by Accidental Medical Insurance Coverage

8. Discuss EDP:

___ a. The purpose and how it will be used in obtaining an unsubsidized job and/or a high school diploma.

____ b. Periodic Review System
State how often the participant will be evaluated in terms of updating the EDP and determining job **readiness.**

____ 9. Discuss referrals to other JTPA or related programs and service providers

____ 10. Provide assurance of ongoing support and assistance throughout participation in this JTPA project

Program Coordinator	Participant's Signature
Location/Address of Office	Date
Telephone Number	

ASSESSMENT

The assessment services provided by the program coordinator are the core from which a student's individualized Employability Developmental Plan (EDP) is developed. All activities and individual program designs will be dependent upon thorough assessment services rendered to enrollees by the program coordinator.

Results from these services will assist the program coordinator in developing a knowledgeable, specific plan of direction. Short-range and long-range goals developed in relation to the participant's aptitude, ability, interest, and need should be included. A summation of the assessment information will provide necessary data for the program coordinator to assist the participant in meaningful and/or successful educational/employability experiences.

It is the responsibility of the program coordinator to obtain a thorough assessment and understanding of the student's strengths, weaknesses and experiences. Assessment procedures for program coordinators will include, but are not limited to:

- A thorough investigation of the data in school records (cumulative folder, current grades, etc.);
- Conference with school staff members (principals, teachers, counselors, etc.);
- Conferences with service agencies (DSS, Vocational Rehabilitation, etc.);
- Conferences with parents;
- Indepth counseling;
- Administering tests (academic, employability, etc.);
- Administering aptitude tests;
- Administering interest inventories; and
- Administering pre-employment competency skills tests.

The program coordinator will begin participant assessment with the initial conference. Through observations (speech, behavior, appearance, etc.) he/she will begin an informal assessment.

SCHOOL RECORD REVIEW

Once the student has been officially enrolled in the program, additional conferences will be held with him/her for further assessment. The program coordinator will then acquire all possible background data on the enrollee. It is imperative that the program coordinator analyze the participant's school cumulative record and other existing files. Information in the cumulative records from past and present grades including test scores (CAT, IQ, N. C. Competency Test, etc.), attendance, physical, mental, and personal data must be considered in the development of the program designed for each participant.

Conferences with the school staff are a valuable resource. They will be helpful in relating past and present information to the student's present academic performance, behavior, personal problems, etc.

The aptitude and interest testing is an essential part of the assessment process. Listed below are examples of interest inventories and aptitude tests that may be used (all are optional).

- Wide Range Interest Opinion Test (WRIOT)
- Career Planning Program
- The American College Testing Program
- Self Directed Search
- Kuder Occupational Interest Survey
- California Occupational Preference System
- Strong/Campbell Interest Inventory
- Ohio Vocational Interest Inventory
- Harrington/O'Shea System for Career Decision Making
- General Aptitude Test Battery (GATB)
- Armed Services Vocational Aptitude Battery (ASVAB)
- Apticom

EMPLOYABILITY DEVELOPMENTAL PLAN (EDP)

An Employability Developmental Plan (EDP) is a method for working toward the educational and employability goals of an individual based upon his/her assessed abilities, interests, and needs. Because program services provided to the participant are based upon his/her EDP, a plan must be developed for each participant.

Development

The EDP will include assessment data necessary to determine the participant's educational strengths and weaknesses, employment readiness, specific educational/employment goals, and action steps/activities developed to address established goals. In developing the EDP, it is very important to remember that each participant is unique. Due to this uniqueness, the program coordinator must make every effort to acquaint himself/herself with each participant's interests, achievements, aptitudes, and personal needs. The program coordinator must not develop a set of pre-planned goals and action steps. All parts of the participant's EDP must be developed to address his/her particular needs, interests and abilities.

Personal Data

Personal data must include the participant's complete legal name and social security number. The program coordinator will assist the participants who do not have a social security number in applying for one.

The enrollment date will be the same date that appears in item four (4) on the participant's PD-2 enrollment form. The developmental date is the date the program coordinator actually begins to develop the EDP. The date of development must be within fifteen (15) working days of the participant's enrollment (see example below).

Complete legal name

EMPLOYABILITY DEVELOPMENTAL PLAN (EDP)

Participant's Name Mary Jane Doe Social Security #: 234-56-7899
Enrollment Date 10-11-87 Developmental Date 10-29-87

EDP DEVELOPMENT MUST BEGIN WITHIN FIFTEEN (15) WORKING DAYS OF ENROLLMENT

Educational History

The participant's overall educational strengths and weaknesses throughout his/her attendance in school should be summarized in the educational history. Educational data such as that found in the cumulative folder and current school record must be analyzed. The sections of the cumulative folder that will be most helpful in making this analysis are course grades, attendance, standardized test results, and extracurricular activities.

It is not necessary to make a copy of this data since a summary of the analysis will be written on the EDP in the educational history section and test results, as well as extracurricular activities, will be recorded (see example below).

A. Educational History: (strengths and needs) Jane has earned below average grades throughout her school history. Presently enrolled in classes for LD Students and the resource class for students who failed the competency test. Has good attendance. Appears to need individualized instruction.

Testing/Inventories

Achievement, aptitude and interest inventory test results will be recorded in this section. The most current test results should be used since some participants will have taken a test several times. Examples of these tests are: 1) achievement tests - California Achievement Test (CAT), N. C. Competency Test, and N. C. Writing Test; 2) aptitude tests - Differential Aptitude Test (DAT), Armed Services Vocational Aptitude Battery (ASVAB), and Talent Assessment Program (TAP); 3) interest inventories - Self-Directed Search, Career Assessment Survey Exploration (CASE), and Job-O.

The program coordinator will record results of the test he/she administers as well as those gathered from school records.

B. Testing/Inventories:

TYPE	DATE	RESULTS
N.C. Competency	10/87	Reading-passed, Math-failed
CAT	Spr.'88	Below 50th percentile in all areas
CASE	10/23/88	Social Occupations
TAP	10/31/88	Dexterity with fine tools

Extracurricular Activities

School clubs, team sports, societies, etc., will be included in this section. The program coordinator should not include the participant's hobbies and interests such as reading, hunting or sewing. The grade in which the participant was active in an activity should be recorded in parenthesis.

C. Extracurricular Activities VICA (12)

Employment History

The participant's work experience will be included in this section. Work experience may consist of full-time, temporary, seasonal or occasional employment. The program coordinator will write "none" for those participants who have never worked.

D. Employment History:

1. Experience: Babysitting, SYEP ('88)

The program coordinator will identify any barriers which could interfere with a participant obtaining and/or maintaining employment. These barriers will most likely be identified during review of participant's assessment data or his/her application to the program; however, many participants will be referred to the program primarily due to a particular employment barrier. Each participant must have employment barriers identified. "Other" will be checked and explained if none of the listed barriers apply to a participant. The program coordinator will provide a specific explanation for each barrier identified.

2. Barriers to Employment	Specific Problems:
___ Lacks vocational skills	
_X_ Transportation	no driver's license
___ Legal problems	
___ Health	
___ Housing	
___ Child Care	
___ Marital problems	
___ Handicap	
_X_ Other	grooms poorly, lacks pre-employment skills

Goals/Action Steps

The program coordinator will assist the participant in establishing specific educational and employment goals based upon his/her interests, abilities, and personal needs. The assessment data in section I of the EDP will enable the program coordinator to help the participant establish realistic goals that will enhance his/her educational development and employability.

These goals must be clearly stated and specific in what is to be achieved. Both short and long-range goals should be established. (See examples below)

Short-range educational goal - to pass basic math

Long-range educational goal - to graduate from high school

Once the goals are established, the program coordinator and the participant will develop action steps to address each goal. Action steps are planned activities designed to work toward attaining each stated goal. The action steps may consist of instructional activities, referrals, counseling, parent conferences, progress monitoring, etc., that are planned in advance to actually beginning the activities. The program coordinator will have to project an anticipated date as to when each activity will begin. It will also be necessary to project an ending date for each activity. (See example on the following page)

Statement of Understanding

The program coordinator will make every effort to ensure that the participant understands that his/her participation in the program and services provided will be based primarily upon sections I and II of his/her EDP. The EDP will then be signed by both the program coordinator and the participant. A copy of the signed EDP must be given to the participant and a copy placed in his/her file.

The participant should also be made to understand that the EDP is an ongoing process and will, therefore, require periodic reviewing and updating to monitor progress toward goals.

GOALS/ACTION STEPS

A. Educational Goal(s)	Proj. Beg. Date	Action Step(s)	End Date
-To pass the math section -NC Competency Test	10/23/88	Monitor progress in competency skills class math tutoring if necessary	11/1/88
-To pass basic math		(Same as above)	
-To graduate with a diploma	10/21/88	Monitor class progress in all courses; Review present units and check class schedule	6/10/88

B. Employment Goal(s)		Action Step(s)	End Date
-To obtain a driver's license	11/13/88	Enroll in a driver's education	1/8/89
-To improve self-image	10/30/88	Counseling on good grooming; View filmstrip on self concept	6/10/89
-To obtain summer employment	6/88	Apply for SYEP	6/88
-To become more aware of career opportunities in social occup.	10/29/88	Administer CASE and TAP; explore careers in occupations	12/19/88
-To acquire more pre-employment skills			6/10/89

Periodic Progress Report (should be updated at least every 90 days)

Date	State Goal No.	Comments

(Attach additional sheets when needed)

IMPLEMENTATION

The manner in which the program coordinator implements the participant's EDPs will depend upon individual needs, interests, and abilities of the participants; however, they will require assistance in realizing their goals. Efforts must be made to acquire instructional materials and information needed to assist the participants in these areas.

Vocational/Career Exploration

Each center will need sufficient materials to provide the participants with adequate vocational/career exploration opportunities. The program coordinator will provide vocational/career exploration in the areas in which each participant shows an interest and/or aptitude.

Guest speakers such as personnel directors, military recruiters, Employment Security Commission staff, etc., should be invited to speak with interested participants whenever possible. In addition, brochures from technical schools, community colleges and the military filmstrips, and other material should be readily available for use in the centers.

The program coordinator should make himself/herself aware of the various job opportunities available in the immediate area for high school graduates. In addition to being aware of these opportunities, the coordinator should be able to provide participants with information on the type of skills, entry level wages, and high school courses that are compatible with local business and industry needs.

Vocational/career exploration activities will be the most meaningful and appropriate when they complement the results of interest inventories and aptitude tests.

Pre-Employment Skills

Pre-employment skills training is an integral part of program services. It will be provided when not provided or available in the regular school curriculum.

It may not be necessary to instruct all participants in all of the pre-employment skills. A pre-test will be administered to each participant to diagnose individual needs. The program coordinator will determine whether individual or small group instruction will be the most appropriate means of instruction.

Remediation

The program coordinator is responsible for assuring that a participant receives assistance in any academic area in which he/she may need remediation; however, special emphasis will be placed on assisting him/her in acquiring skills needed to pass the N. C. Competency Test. This assistance may take the form of referring the participant to in-school remediation programs or tutoring him/her.

Guidance/Counseling

Guidance and counseling services will be an integral part of the program provided to the students. The counseling services will consist of personal, educational, career, employment, appraisal, and referral counseling. The type of counseling provided will depend upon the needs of the individual as outlined in his/her EDP and any other needs which may arise during participation in the program.

(Additional information on counseling is located in the counseling log section of this handbook).

In-School and Community Agency Referrals

Health care, medical services, child care, legal assistance, transportation, emergency aid, residential support, and financial counseling are all supportive services which participants from time to time may need help in acquiring. Since these services are generally provided to some degree by different community agencies within the coordinator's area, they will be provided on a referral basis. Any program participant who needs any of these services will be referred to the appropriate agency by the program coordinator. The program coordinator shall maintain cooperative agreements with these agencies in order to coordinate supportive service activities. These agencies include, but are not limited to, the following:

(1) Department of Social Services;
(2) Health Departments;
(3) Employment Security Commission;
(4) Department of Vocational Rehabilitation;
(5) Department of Mental Health;
(6) Housing Authority;
(7) Day Care Centers;
(8) Legal Aid Organizations; and
(9) Community Hospitals

The supportive services will be rendered to the participants as the need arises. The length of time these services will be provided will vary from case to case. JTPA funds will not be used to purchase these services. Follow-up will be done by the program coordinator to ensure that the referred participants receive the services for which they are referred.

It may not be necessary to form interagency agreements within the school where a center is located, but the program coordinator must make himself/herself aware of all in-school services and programs for referral purposes.

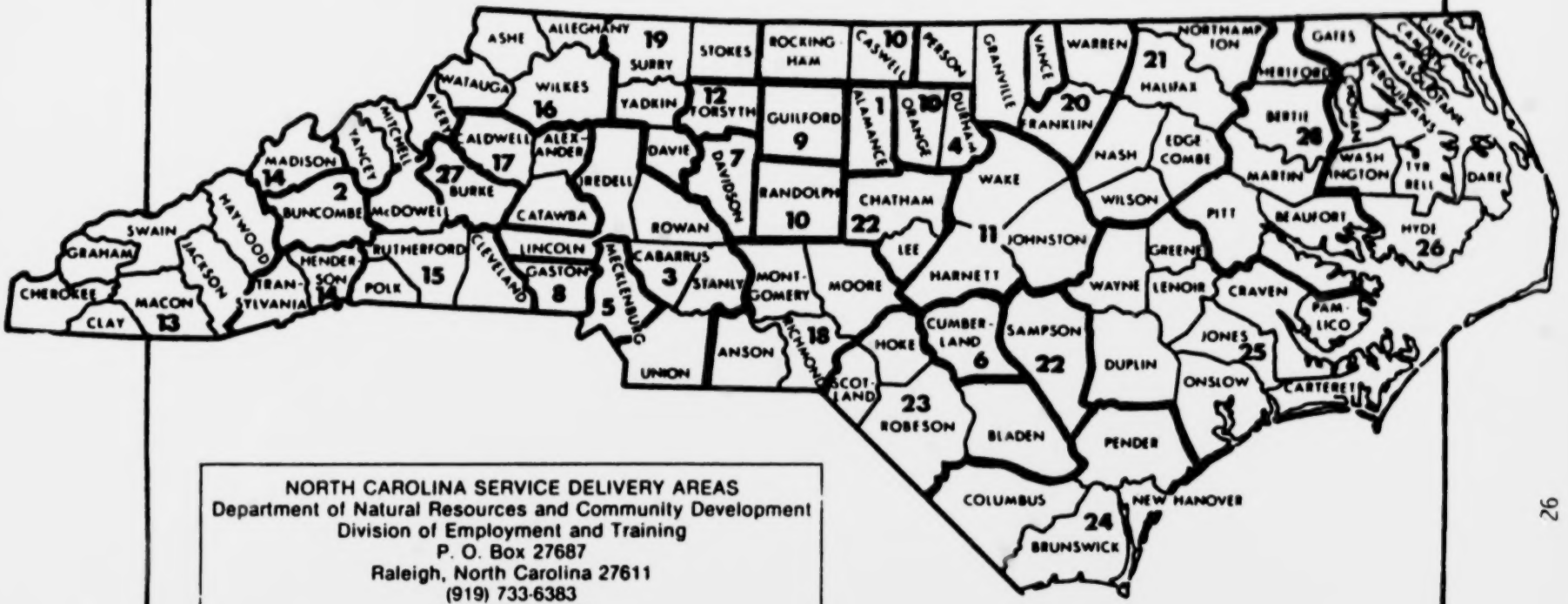
The interagency agreements must state clearly the reason(s) services will be needed, the type services, signature of the agency director/manager, and the signature of an appropriate school official. It is the responsibility of each program coordinator to design an interagency cooperative agreement (see samples).

LEA/SDA cooperative agreement is a required interagency cooperative agreement. (see appendix - sample forms). This agreement is to be negotiated at the local level and the content modified if necessary.

Service Delivery Area (SDA) Coordination

Coordination and planning with the respective Service Delivery Area is crucial to a successful program. The requirement of Private Industry Council (PIC) concurrence of 8% programs has initiated the process; however, more extensive coordination is recommended. Involvement in PIC youth activities and acknowledgement of the contents of the LEA/SDA Cooperative Agreement are recommended.

North Carolina Service Delivery Areas



NORTH CAROLINA SERVICE DELIVERY AREAS
Department of Natural Resources and Community Development
Division of Employment and Training
P. O. Box 27687
Raleigh, North Carolina 27611
(919) 733-6383
1-800-JOB-NEED

1. Alamance County
2. Buncombe County
3. Centralina Job Training Consortium
4. Central Piedmont Consortium
5. Charlotte/Mecklenburg
6. Cumberland County
7. Davidson County
8. Gaston County
9. Greensboro/Guilford County/High Point Job Training Consortium
10. Rural Service Delivery Area
11. Wake/Johnston Job Training Consortium
12. Winston-Salem/Forsyth Consortium
13. Southwestern N. C. Service Delivery Area
14. Land of Sky Job Training Consortium
15. Region "C" Job Training Consortium
16. Region "D" Service Delivery Area
17. Western Piedmont Job Training Consortium
18. Region "H" Job Training Consortium
19. Northwest Piedmont Job Training Consortium
20. Kerr-Tar Interlocal Cooperative Consortium for Job Training
21. Region "L" Job Training Consortium
22. Region "M" Council of Governments
23. Lumber River
24. Cape Fear Service Delivery Area
25. Neuse River Job Training Consortium
26. Albemarle Interlocal Cooperative Consortium for Job Training
* 27. Burke County Service Delivery Area
* 28. Region Q Service Delivery Area

* Effective July 1, 1988

INTERAGENCY COOPERATIVE AGREEMENT

The federal government has established the Job Training Partnership Act (JTPA) to assist disadvantaged individuals in becoming successful, productive members of the nation's labor force. To participate in the realization of that goal, the JTPA program has been established at Winchester High School to serve economically disadvantaged youth.

The primary aim of this program is to prepare eligible youth for a successful transition from school to work. To assist in making the program a success, your agency may be asked to provide information, referrals and/or special services to these students. Please indicate your agency's willingness to cooperate with the program coordinator by signing in the appropriate space below.

Signature _____ , Manager/Director

Date _____ _____
(Agency)

Signature _____ , Program Operator, (JTPA)

Date _____ _____
(School)

COOPERATIVE AGREEMENT

Pursuant to the Job Training Partnership Act (JTPA), this Agreement is hereby entered by the Local Education Agency (LEA) _____ and the _____Service Delivery Area (SDA).

Special Conditions and Agreements

(1) The LEA agrees to coordinate school approved JTPA activities with the SDA/PIC and to share information relevant to school youth needs and recommended program plans.

(2) The LEA agrees to have its representative attend and/or present information relevant to the operation of LEA-JTPA programs to the SDA/PIC upon request.

(3) The LEA and SDA will jointly develop a procedure for referring to SDAs, JTPA eligible students who have dropped out of school and also develop a plan for these individuals to complete high school.

(4) The LEA will make available to the SDA/PIC a copy of the local vocational education plan for review and comments pertaining to JTPA eligible participants.

(5) The LEA will work with local business organizations and service delivery areas to increase cooperative education opportunities for JTPA eligible public school youth.

(6) The SDA will request from the LEA dates of JTPA relevant meetings, including local collaborative committee meetings and vocational education advisory council meetings.

(7) The SDA agrees to provide LEA with current information on JTPA opportunities available to public school youth.

(8) The SDA agrees to provide to the LEA designee notice of PIC meeting dates and agendas.

(9) The SDA agrees to give priority for enrollment in summer youth and other youth work experience programs to qualified participants enrolled in the LEA's JTPA program.

(10) The SDA agrees to work cooperatively with the LEA to formulate program plans for youth in the school system-SDA geographic area.

The Local Education Agency and the Service Delivery Area desire to work cooperatively to ensure that all students remain in school and graduate with the basic academic and employability skills necessary to compete in the labor market and obtain unsubsidized employment.

_____
Local Education Agency Designee

_____
Service Delivery Area Designee

North Carolina Department of Public Instruction
Division of Support Programs

COOPERATIVE AGREEMENT

To Whom It May Concern:

We agree to support the activities of the [illegible] school system in its operations of JTPA Programs for school youth. We will accept referrals of applicants requiring our services and will refer our clients/applicants to the local school system for possible enrollment.

This is a non-financial agreement to lead to better service being available for JTPA participants.

Signature	Signature
School System	Agency
Date	Date

Job Search Assistance, Referral, and Placement

Job search assistance will be provided to those individuals who have established part-time employment as one of their employment goals. In addition to making sure participants possess the pre-employment skills necessary to successfully seek, obtain and maintain employment, the program coordinator will also provide the following services:

- maintain a job bank, (current listings of available, potential employment);
- solicit job openings in the community and refer qualified participants;
- use public announcements to contact and inform employers of the program;
- refer any updated participants to the Employment Security Commission;
- refer unplaced, eligible participants to JTPA Entry Work Experience Activities (see handbook section on JTPA Work Experience Activities); and
- inform employers of Targeted Job Tax Credit (TJTC) as an incentive for hiring participants (contact Employment Security Commission for additional information).

Job Contact Documentation

Documentation of all contacts made with employers in the area of job search assistance must be maintained. Documentation of contacts will consist of the name of the employer, location, date, type of contact, and the results of the contact.

The program coordinator is responsible for devising a form or method for documenting contacts. (See example below).

JOB CONTACT DOCUMENTATION

Employer	Date	Type of Contact	Results
1. K-Mart/Jon Mills, Mgr. students	10/4/88	Visit	Send 3 to apply
2. Hardee's/Mary Clark, Mgr. vacancies	10/18/88	Phoned	No

Periodic Progress Report

The EDP is an ongoing process and as a result will require periodic review. Every ninety (90) days after program enrollment, the program coordinator and each participant will refer to the Goals/Action Steps section of the EDP to determine which goals have been successfully met and how the participant is progressing. As the participant matures and improves, his/her personal goals and abilities change, meaning goals and services identified previously will no longer be valid and will require updating. Periodic progress review and update of the EDP will provide a greater opportunity for a participant to realize his/her optimum potential in the transition from school to work.

COUNSELING LOG

Counseling services provided by the program coordinator will be directly related to the participant's individual needs and problems. The counseling activities may be classified as personal, educational, career, employment appraisal, and referral.

Documentation of each participant's counseling sessions is extremely important. It must correlate with the participant's EDP which will give concrete purpose to the counseling. The program coordinator must document all contacts made with the participant and services to the participant should average approximately 30 minutes per week.

There is no limitation on how much or exactly what the program coordinator can record on the log; however, he/she must remember that services provided should reflect the EDP. Brief documentation of conversations, activities, referrals, etc. is acceptable as long as enough information has been given to adequately explain the session. The program coordinator must practice discretion in documenting sessions of a sensitive, personal nature. (See sample copy of the counseling log). The program coordinator must initial the record of each counseling session.

EXAMPLE

JTPA STUDENT COUNSELING LOG

Name of Student: Mary Smith

School: Western Nash High School

Program Coordinator: John Davis

DATE	LENGTH OF SESSION	SERVICES/ACTIVITIES//REFERRALS PROVIDED
9/8/88	30	Discussed and filled out PD-1 Application Form
9/9/88	20	Met with Mary and filled out PD-2 Program Enrollment Form
9/16/88	60	Began EDP development
9/19/88	30	Completed development of EDP
9/25/88	55	Administered interest inventory (CASE)
10/2/88	40	Discussed results of CASE
10/11/88	35	Began career exploration base on CASE results and ability.

PARTICIPANT TRACKING

The program coordinator is required to keep records to certify Pre-employment Skills Training (H-18) for each individual. This does not include the work time of participants employed in unsubsidized jobs or in JTPA work experience projects.

This tracking log will be a part of the Administrative File and must be maintained on a weekly basis. The names of all program participants, their weekly hours of program participation, and their remaining hours of allowed program participation will be included on the log. It will also be necessary to write the date of every Friday during the program year in the section for "Week Ending". (See sample form of Skills Training log).

Work Experience Tracking Sheet

250-Hour Log

Participant Name	Beginning Hours	Week Ending	Week Ending	Week Ending	Week Ending	Week Ending	Week Ending	Week Ending	Week Ending
	250								
	250								
	250								
	250								
	250								
	250								
	250								
	250								
	250								
	250								
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	250								
	250								
	250								

COLLABORATIVE COMMITTEE

Each program will have an active Collaborative Committee to:

- serve as liaison between business/industry/community and school;
- provide suggestions for preparing participants for the work world;
- provide up-to-date information on area job trends;
- provide leads for job placement; and
- provide program support

Purpose

The Collaborative Committee serves as an advisory committee to give assistance to the program coordinator in carrying out the program's objectives. It serves as a source of information and provides communication, cooperation and collaboration.

Organization

The program coordinator will form a Collaborative Committee within 90 days of beginning the program year. Suggested members for the collaborative committee are in the PY 1988-89 Job Training Plan. Allowing existing school committees to serve as the program's collaborative committee is not advised. These committees have a tendency to become sidetracked. In the event the Collaborative Committee must be established through an existing committee, then it is the responsibility of the program coordinator to ensure that the program's goals and objectives are addressed and complemented by that committee.

Meetings

The committee will meet several times during the program year. The program coordinator will provide the leadership to the committee and will instill in the committee members an enthusiasm for the JTPA program. Collaborative Committee members usually perform according to the expectations of the program coordinator.

Documentation of meetings will be maintained in the administrative files. This documentation must include the date, attendance, and minutes/reports of each meeting.

JTPA WORK EXPERIENCE ACTIVITIES

This handbook contains the information needed for implementation of the JTPA Work Experience Activities. A description for each work experience activity is also located in the program application.

Cooperative Work Agreement

The program coordinator will develop a cooperative agreement between the school and employers operating JTPA Tryout Work Experience as well as unsubsidized work experience activities when applicable. Sample forms have been provided in this handbook; however, the program coordinator may design his/her own. This activity will not be necessary if a program coordinator also operates a work experience activity.

Responsibilities of Participating Parties

The Responsibilities of Participating Parties - JTPA Work Experience Activity Form must be explained to all the persons signing it by the program coordinator. A copy will be maintained in the participant's file (See sample copy).

Department of Public Instruction-JTPA Work Experience Activity Training Agreement and Plan

This form must be completed by the program coordinator and placed in the participant's file. (See sample copy).

Student/Employee Work Evaluation

The Student/Employee Work Evaluation Form must describe the participant's performance on the job. The program coordinator, in conjunction with the employer, must also conduct a formal evaluation when the work experience ends (See the sample copy).

Tracking Forms

Documentation for the amount of time a participant spends in a work experience program (on the job) must be documented on specific forms and maintained in the administrative file. It is the responsibility of the program coordinator to document weekly the 250-hour log for each participant. (Sample copies of the tracking forms required for the work experience activities are included in this handbook).

JTPA TRAININ. AGREEMENT AND PLAN

Name: Mary Smith Addres: 639 Post Road, Sexton, NC

Phone: 919/832-7046 Age: 18 Birthda.. August 2, 1969

Social Security No: 060-20-1786 Grade: 12 Sex: Female

Name of School: Western Nash High ool

Date Employment Begins: December 5, 88 Completion Date: June 5, 1989

Rate of Pay: $3.35 Daily Schedule: 4:00 - 8:00 p.m.

Total Hours per day: 4 Maximum hours per week: 20

COOPERATIVE TRAINING SITE

Employer: Media Production Services Address: 21 Hyde Park Avenue

Phone: (919) 834-9843 City: Rocky Mount, NC 27801

Supervisor: John Dancy Job Title: Graphics Arts Assistant

This is to certify that the 50 hour pre-employment requirement has been met/ the participant is job ready.

Name: Tom Harris Date: December 5, 1988
School Designee

JOB ACTIVITIES	RELATED CLASSROOM INSTRUCTION
. Mount overhead transparencies, . Operate: Diazo machine, thermofax, dry mount press, and small paper cutter (enclosed blade). . Produce type on Compugraphic Mac e.	. Follow directions . Telephone usage . Review 8 parts of speech . Communications skills . Reading and writing (On the job skills - simple sentences)

Special Supportive Instruction needed:

RESPONSIBILITIES OF PARTICPATING PARTIES
JTPA WORK EXPERIENCE ACTIVITY

A. The trainee will abide by the regulations and policies of the employer and the school.

B. The employer assumes the responsibility of providing the trainee with the broadest experience in keeping with the job activities.

C. The program coordinator will arrange for school related instruction, consultation, and advisory service to parties concerned with this training program.

D. The employment of the trainee shall conform to all federal, state, and local laws and regulations, including non-discrimination against any applicant or employee because of race, color, or national origin.

E. This training program shall not be interrupted without prior consultation between the trainee, employer, and coordinator.

F. The employer will provide worksite supervision for trainees placed under this agreement. Supervisor/participant ratio will be not greater than 1-8 for JTPA participants.

G. The employer and the program coordinator will insure that all placements meet Federal Labor Law Standards against hazardous occupations to guarantee participant's safety.

H. The program coordinator will monitor work sites bimonthly, provide orientation to supervisors and participants, and will document and maintain visitation records in participant's files.

SIGNATURE OF PERSONS APPROVING THIS PROGRAM

STUDENT_____DATE_____

EMPLOYER _____DATE_____

PARENT_____DATE_____

PROGRAM COORDINATOR_____DATE_____

JTPA WORK EXPERIENCE ACTIVITY

Student/Employee Work Evaluation

Student Name (Last, First)_____

Occupation_____ Date Started Work_____

DOT Code_____ Date Training Completed_____

By evaluating the trainee's abilities and limitations, you will be helping this program render a better service. Discuss this evaluation with your employer, it will give him a better understanding of the job responsibilities.

Please rate each area below. One (1) being lowest possible score and six (6) being highest possible score.

Evaluation Items	1	2	3	4	5	6
1. Acceptance of responsibility. Follows directions and works without close supervision						
2. Initiative in performing assigned duties						
3. Relationship with other employees (Exercises tact, courtesy, and cooperation)						
4. Promptness in reporting to work						
5. Regularity in reporting to work						
6. Personal grooming and dress approrpiate for the job						
7. Conduct and attitude						
8. Quality of work						
9. Quantity of work (output adequacy)						
10. Skills used on the job (Acquires and uses appropriate skills)						
11. Total hours of direct supervision required						

Total Hours Worked During Month_____
Hours Absent When Work Available_____
Number of Times Late Reporting for Work _____
OVERALL EVALUATION-Positive_____Non-Positive_____
Have Discussed This Evaluation With the Trainee_____
(Supervisor's Signature)

Trainee's Signature After Review_____

Work Experience Tracking Sheet

250-Hour Log

Participant Name	Beginning Hours	Week Ending	Week Ending	Week Ending	Week Ending	Week Ending	Week Ending	Week Ending	Week Ending
	250								
	250								
	250								
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	250								
	250								
	250								
	250								
	250								
	250								

YOUTH EMPLOYMENT CERTIFICATES (WORK PERMITS)

The 1979 North Carolina Wage and Hour Act requires all youth under age 18 to secure Youth Employment Certificates prior to beginning employment. The Department of Labor will issue a work permit to a youth at age 14; however, if a youth has severe problems (hardships), a work permit will be issued at age 13.

All of the information on the certificate, except the youth's signature, must be filled in prior to the Department of Social Services representative signing the form in the space provided. All forms must be signed by the youth in front of an authorized certificate issuer from DSS. This procedure may be performed at the DSS office or the LEA program coordinator and DSS may agree for a representative from DSS to go to the program site or some other location (a representative will not go to another location unless 20-30 youth require this service). Each youth must take a copy of his/her birth certificate to DSS before a permit will be issued. If a participant under age 18 changes jobs or worksites during the course of the program, then he/she must have a new permit reflecting the change.

Copies of the work permit will be filed with the Department of Labor (white); DSS (yellow) and Employer (blue). The program coordinator will maintain a photocopy of the work permit in each participant's file.

It is the responsibility of the program coordinator to assist the youth in completing work permits. The program coordinator may request a supply of Youth Employment Certificates from:

N. C. Department of Labor
Wage and Hour Division
111 East North Street
Raleigh, N. C. 27601

(See sample form on the following page)

CITIZENSHIP EMPLOYMENT ELIGIBILITY VERIFICATION (FORM I-9)

In order to comply with federal requirements related to citizenship verification it is necessary that the Employment Eligibility Verification Form (I-9) be completed for each student before he/she is placed in employment. A copy of this form must be maintained in the student's file. Forms may be obtained from the local ESC office. (See sample form.)

NORTH CAROLINA DEPARTMENT OF LABOR
DIVISION OF SUPPORT PROGRAMS

PLEASE TYPE
OR PRINT
CLEARLY

Mary Smith (name), August 2, 1968 (date of birth), 17 (age), F (sex)

of 639 Post Road, Sexton (complete mailing address), NC 37802 (zip), (919) 832-7046 (area code) (phone)

may work as Graphics Art Assistant

for Media Production Services (company name), 21 Hyde Park Avenue (street or post office box)

Rocky Mount (city), NC 27801 (zip), (919) 834-9842 (area code) (phone)

We certify that the above age information is correct, that the youth will not be employed in a hazardous occupation described in the Wage and Hour Act, and that, if under age 16, the youth will be employed only in a permitted occupation and only during legal hours.

SIGNATURES: YOUTH Mary Smith (must sign in presence of issuing officer) 060-20-1786 (social security)

PARENT/GUARDIAN Theodore Smith

EMPLOYER Joe Brison

APPROVED: Robert Miller Director of Social Services, Moore County

Please see back of blue copy for additional information

1.5.1911
YE-1
Revised 1/85
Printed 500M

NORTH CAROLINA DEPARTMENT OF
LABOR COPY

CHILD LABOR REQUIREMENTS

The program coordinator must become familiar with the basic stipulations of the child labor law. The North Carolina Department of Labor will enforce the Wage and Hour Act and programs must adhere to these requirements. It is imperative that Local School Administrative Units, Department of Social Services, and the North Carolina Department of Labor cooperate to comply with the Wage and Hour Act. The Act imposes certain civil monetary penalties for violation of the youth employment provisions. It is conceivable that JTPA contractors or employers who do not follow these procedures may be considered for civil monetary penalties.

(A copy of the "Child Labor Requirements in Nonagricultural Occupations" is included).

Child Labor Requirements in Nonagricultural Occupations

Under the Fair Labor Standards Act

U.S. Department of Labor
Employment Standards Administration
Wage and Hour Division

WH Publication 1330
Rev. September 1985

60

Child Labor Bulletin No. 101

(Child Labor Bulletin No. 102 deals with employment of minors in agriculture.)

This booklet is a guide to the provisions of the Fair Labor Standards Act (also known as the Wage-Hour law) which apply to minors employed in *nonagricultural* occupations. In addition to child labor provisions, the Act also contains provisions on minimum wage, overtime and recordkeeping.

Other Child Labor Laws

Other Federal and State laws may have higher standards. When these apply, the more stringent standard must be observed. All states have child labor laws and compulsory school attendance laws.

Note to Employers

Unless otherwise exempt, a covered minor employee must be paid according to the statutory minimum wage and overtime provisions of the Act.

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Coverage of the Child Labor Provisions

Employment in Commerce

Employees engaged in interstate commerce are covered. This includes, among others, workers in the telephone, telegraph, radio, television, importing, exporting, and transportation industries, employees in distributing industries, such as wholesaling, who handle goods moving in interstate commerce, as well as workers who order, receive, or keep records of such goods, and clerical and other workers who regularly use the mails, telephone, and telegraph for interstate or foreign communication.

In the Production of Goods for Commerce

Employees who work in places that produce goods for interstate commerce, such as manufacturing establishments, oil fields, mines, or in occupations that are closely related or directly essential to the production of such goods are covered.

In an Enterprise Engaged in Commerce

Employees employed in enterprises having employees handling, selling or working on goods or materials that have been moved in or produced for interstate commerce are covered. Included in this category are employees of construction firms, laundries and dry cleaners, hospitals and residential care establishments, pre-schools, schools and colleges, retail and service enterprises doing at least $362,500 in business annually, and all other enterprises having an annual dollar volume of business of not less than $250,000. Federal, state and local government agencies are also covered for child labor purposes.

The child labor provisions apply to employment in an establishment of a covered enterprise even though employment in such an establishment is exempt from the monetary provisions of the Act.

The child labor provisions do not apply to domestic service employees employed in or about the household of the employer.

In or About an Establishment Producing Goods for Commerce

Producers, manufacturers and dealers are prohibited from shipping or delivering for shipment in interstate commerce any goods produced in an establishment in or about which oppressive child labor has been employed within 30 days prior to the removal of the goods. It is not necessary for the employees to be working on the goods that are removed for shipment in order to be covered.

Minimum Age Standards for Nonagricultural Employment

Oppressive Child Labor is Defined as Employment of Children Under the Legal Minimum Ages

- **14** Minimum age for employment in specified occupations outside school hours for limited periods of time each day and each week.
- **16** BASIC MINIMUM AGE FOR EMPLOYMENT. At 16 years of age youths may be employed in any occupation, other than a nonagricultural occupation declared hazardous by the Secretary of Labor.
- **18** Minimum age for employment in nonagricultural occupations declared hazardous by the Secretary of Labor.
- No minimum age for employment which is exempt from the child labor provisions of the Act.
- No minimum age for employment with respect to any employee whose services during the workweek are performed in a workplace within a foreign country or within territory as limited by section 13(f) of the Act.

Exemptions From the Child Labor Provisions of the Act

The Child Labor Provisions Do Not Apply To:

- Children under 16 years of age employed by their parents in occupations other than manufacturing or mining, or occupations declared hazardous by the Secretary of Labor.
- Children employed as actors or performers in motion pictures, theatrical, radio, or television productions.
- Children engaged in the delivery of newspapers to the consumer.
- Homeworkers engaged in the making of wreaths composed principally of natural holly, pine, cedar, or other evergreens (including the harvesting of the evergreens).

Employment Standards for 14 and 15-Year-Olds

(These standards are published in Subpart C of Part 570 of Title 29 of the Code of Federal Regulations, Child Labor Regulation No. 3.)

Employment of 14 and 15-year-old minors is limited to certain occupations under conditions which do not interfere with their schooling, health, or well-being.

Hours-Time Standards

14 AND 15-YEAR-OLD MINORS MAY NOT BE EMPLOYED:

1. DURING SCHOOL HOURS, *except* as provided for in Work Experience and Career Exploration Programs.
2. BEFORE 7 a.m. or AFTER 7 p.m. *except* 9 p.m. from June 1 through Labor Day (time depends on local standards)
3. MORE THAN 3 HOURS A DAY —on school days.
4. MORE THAN 18 HOURS A WEEK—in school weeks
5. MORE THAN 8 HOURS A DAY—on nonschool days.
6. MORE THAN 40 HOURS A WEEK—in nonschool weeks.

Permitted Occupations for 14 and 15-Year-Old Minors in Retail, Food Service and Gasoline Service Establishments

14 AND 15-YEAR-OLD MINORS MAY BE EMPLOYED IN:

1. OFFICE and CLERICAL WORK (including operation of office machines)
2. CASHIERING, SELLING, MODELING, ART WORK, WORK IN ADVERTISING DEPARTMENTS, WINDOW TRIMMING and COMPARATIVE SHOPPING
3. PRICE MARKING and TAGGING by hand or by machine, ASSEMBLING ORDERS, PACKING and SHELVING.
4. BAGGING and CARRYING OUT CUSTOMERS' ORDERS.
5. ERRAND and DELIVERY WORK by foot, bicycle, and public transportation.
6. CLEANUP WORK, including the use of vacuum cleaners and floor waxers, and MAINTENANCE of GROUNDS, but not including the use of power-driven mowers or cutters.
7. KITCHEN WORK and other work involved in preparing and serving food and beverages, including the operation of machines and devices used in the performance of such work, such as, but not limited to, dishwashers, toasters, dumbwaiters, popcorn poppers, milk shake blenders, and coffee grinders.
8. WORK IN CONNECTION WITH CARS and TRUCKS if confined to the following:
   - Dispensing gasoline and oil
   - Courtesy service on premises of gasoline service station
   - Car cleaning, washing and polishing.
   - Other occupations permitted by this section.

   BUT NOT INCLUDING WORK

   Involving the use of pits, racks or lifting apparatus or involving the inflation of any tire mounted on a rim equipped with a removable retaining ring
9. CLEANING VEGETABLES and FRUITS, and WRAPPING, SEALING, LABELING, WEIGHING, PRICING and STOCKING GOODS when performed in areas physically separate from areas where meat is prepared for sale and outside freezers or meat coolers.

In Any Other Place of Employment

14 AND 15-YEAR-OLD MINORS MAY BE EMPLOYED IN any occupation *EXCEPT* the excluded occupations listed below.

14 AND 15-YEAR-OLD MINORS MAY NOT BE EMPLOYED IN:

1. Any MANUFACTURING occupation.
2. Any MINING occupation.
3. PROCESSING occupations such as filleting of fish, dressing poultry, cracking nuts, or laundering as performed by commercial laundries and dry cleaning (*except* in a retail, food service, or gasoline service establishment in those specific occupations expressly permitted there in accordance with the foregoing list).
4. Occupations requiring the performance of any duties in WORKROOMS or WORKPLACES WHERE GOODS ARE MANUFACTURED, MINED, OR OTHERWISE PROCESSED (*except* to the extent expressly permitted in retail, food service, or gasoline service establishments in accordance with the foregoing list)
5. PUBLIC MESSENGER SERVICE
6. OPERATION OR TENDING OF HOISTING APPARATUS or of ANY POWER-DRIVEN MACHINERY (other than office machines and machines in retail, food service, and gasoline service establishments which are specified in the foregoing list as machines which such minors may operate in such establishments).
7. ANY OCCUPATIONS FOUND AND DECLARED TO BE HAZARDOUS.
8. OCCUPATIONS IN CONNECTION WITH:
   a. TRANSPORTATION of persons or property by rail, highway, air, on water, pipeline or other means.
   b. WAREHOUSING and STORAGE.
   c. COMMUNICATIONS and PUBLIC UTILITIES.
   d. CONSTRUCTION (including repair).

   Except Office or Sales Work in connection with a., b., c., and d. when not performed on transportation media or at the actual construction site.
9. ANY OF THE FOLLOWING OCCUPATIONS IN A RETAIL, FOOD SERVICE, OR GASOLINE SERVICE ESTABLISHMENT:
   a. WORK performed IN or ABOUT BOILER or ENGINE ROOMS.
   b. Work in connection with MAINTENANCE or REPAIR OF THE ESTABLISHMENT, MACHINES or EQUIPMENT.
   c. OUTSIDE WINDOW WASHING that involves working from window sills, and all work requiring the use of LADDERS, SCAFFOLDS or their substitutes.
   d. COOKING (*except* at soda fountains, lunch counters, snack bars, or cafeteria serv-

ing counters) and BAKING

e Occupations which involve OPERATING, SETTING UP, ADJUSTING, CLEANING, OILING, or REPAIRING power-driven FOOD SLICERS and GRINDERS, FOOD CHOPPERS and CUTTERS and BAKERY-TYPE MIXERS

f Work in FREEZERS and MEAT COOLERS and all work in PREPARATION OF MEATS for sale (*except* wrapping, sealing, labeling, weighing, pricing and stocking when performed in other areas)

g LOADING and UNLOADING GOODS to and from trucks, railroad cars or conveyors

h All occupations in WAREHOUSES *except* office and clerical work.

Exceptions

WORK EXPERIENCE AND CAREER EXPLORATION PROGRAMS (WECEP)

Some of the provisions of Child Labor Regulation No. 3 are varied for 14 and 15-year-olds in approved school-supervised and school-administered Work Experience and Career Exploration Programs (WECEP). Enrollees in WECEP may be employed.

- During school hours
- For as many as 3 hours on a school day.
- For as many as 23 hours in a school week
- In occupations otherwise prohibited for which a variation has been granted by the Administrator of the Wage and Hour Division

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The State Educational Agency must obtain approval from the Administrator of the Wage and Hour Division before operating a WECEP program.

Hazardous Occupations Orders in Nonagricultural Occupations

(These Orders are published in Subpart E of Part 570 of Title 29 of the Code of Federal Regulations.)

Hazardous Occupations Orders

The Fair Labor Standards Act provides a minimum age of 18 years for any nonagricultural occupations which the Secretary of Labor "shall find and by order declare" to be particularly hazardous for 16 and 17-year-old persons, or detrimental to their health and well-being. This minimum age applies even when the minor is employed by the parent or person standing in place of the parent.

The 17 hazardous occupations orders now in effect apply either on an industry basis, specifying the occupations in the industry that are not covered, or on an occupational basis irrespective of the industry in which found.

The Orders in Effect Deal With:

1. Manufacturing and storing explosives. (p. 3)
2. Motor-vehicle driving and outside helper. (p. 4)
3. Coal mining. (p. 4)
4. Logging and sawmilling. (p. 5)
5. Power-driven woodworking machines. (p. 5)
6. Exposure to radioactive substances. (p. 6)
7. Power-driven hoisting apparatus. (p. 6)
8. Power-driven metal-forming, punching, and shearing machines. (p. 7)
9. Mining, other than coal mining (p. 8)
10. Slaughtering, or meat-packing, processing or rendering. (p. 9)
11. Power-driven bakery machines. (p. 9)
12. Power-driven paper-products machines. (p. 10)
13. Manufacturing brick, tile, and kindred products. (p. 10)
14. Power-driven circular saws, band saws, and guillotine shears. (p. 11)
15. Wrecking, demolition, and shipbreaking operations. (p. 11)
16. Roofing operations (p. 11)
17. Excavation operations. (p. 11)

Manufacturing or Storage Occupations Involving Explosives (Order No. 1)

The following occupations in or about plants or establishments manufacturing or storing explosives or articles containing explosive components are prohibited.

1. All occupations in or about any plant or establishment (other than retail establishments or plants or establishments of the type described in subparagraph 2. of this paragraph) manufacturing or storing explosives or articles containing explosive components *except* where the occupation is performed in a "non-explosives area" as defined in subparagraph 3. of this section.
2. The following occupations in or about any plant or establishment manufacturing or storing small arms ammunition not exceeding .60 caliber in size, shotgun shells, or blasting caps when manufactured or stored in conjunction with the manufacture of small-arms ammunition.
   a. All occupations involved in the manufacturing, mixing, transporting, or handling of explosive compounds in the manufacture of small-arms ammunition and all other occupations requiring the performance of any duties in the explosives area in which explosive compounds are manufactured or mixed.
   b. All occupations involved in the manufacturing, transporting, or handling of primers and all other occupations requiring the performance of any duties

in the same building in which primers are manufactured

c. All occupations involved in the priming of cartridges and all other occupations requiring the performance of any duties in the same workroom in which rim-fire cartridges are primed

d. All occupations involved in the plate loading of cartridges and in the operation of automatic loading machines

e. All occupations involved in the loading, inspecting, packing, shipping and storage of blasting caps

Definitions

1. The term "plant or establishment manufacturing or storing explosives or articles containing explosive components" means the land with all the buildings and other structures thereon used in connection with the manufacturing or processing or storing of explosives or articles containing explosive components
2. The terms "explosives" and "articles containing explosive components" mean and include ammunition, black powder, blasting caps, fireworks, high explosives, primers, smokeless powder, and all goods classified and defined as explosives by the Interstate Commerce Commission in regulations for the transportation of explosives and other dangerous substances by common carriers (49 CFR Parts 71-78) issued pursuant to the Act of June 25, 1948 (62 Stat. 739, 18 U.S.C. 835).
3. An area meeting all of the following criteria shall be deemed a "nonexplosives area":
   a. None of the work performed in the area involves the handling or use of explosives;
   b. The area is separated from the explosives area by a distance not less than that prescribed in the American Table of Distances for the protection of inhabited buildings;
   c. The area is separated from the explosives area by a fence or is otherwise located so that it constitutes a definite designated area, and
   d. Satisfactory controls have been established to prevent employees under 18 years of age within the area from entering any area in or about the plant which does not meet criteria a through c.

Motor Vehicle Occupations (Order No. 2)

The occupations of motor-vehicle driver and outside helper on any public road, highway, in or about any mine (including open pit mine or quarry), place where logging or sawmill operations are in progress or in any excavation of the type identified in 29 CFR 570.68(a) are prohibited for minors between 16 and 18 years of age *except* as provided in the following exemptions.

Exemptions

1. Incidental and occasional driving. The finding and declaration in this Order shall not apply to the operation of automobiles or trucks not exceeding 6,000 pounds gross vehicle weight if such driving is restricted to daylight hours; provided, such operation is only occasional and incidental to the child's employment; that the child holds a State license valid for the type of driving involved in the job performed and has completed a State approved driver education course, and provided further, that the vehicle is equipped with a seat belt or similar device for the driver and for each helper, and the employer has instructed each child that such belts or other devices must be used. This exemption shall not be applicable to any occupation of motor-vehicle driver which involves the towing of vehicles.
2. School bus driving. The finding and declaration in this Order shall not apply to driving a school bus during the period of any exemption which has been granted in the discretion of the Secretary of Labor on the basis of an application filed and approved by the Governor of the State in which the vehicle is registered. The Secretary will notify any State which inquires of the information to be furnished in the application. Neither shall the finding and declaration in this Order apply in a particular State during a period not to exceed 40 days while application for such exemption is being formulated by such State seeking merely to continue in effect unchanged its current program using such drivers, nor while such application is pending action by the Secretary.

Definitions

1. The term "motor vehicle" shall mean any automobile, truck, truck-tractor, trailer, semitrailer, motorcycle, or similar vehicle propelled or drawn by mechanical power and designed for use as a means of transportation but shall not include any vehicle operated exclusively on rails.
2. The term "driver" shall mean any individual who, in the course of employment, drives a motor vehicle at any time.
3. The term "outside helper" shall mean any individual, other than a driver, whose work includes riding on a motor vehicle outside the cab for the purpose of assisting in transporting or delivering goods.
4. The term "gross vehicle weight" includes the truck chassis with lubricants, water and full tank or tanks of fuel, plus the weight of the cab or driver's compartment body, and special chassis and body equipment, and payload.

Coal Mine Occupations (Order No. 3)

All occupations in or about any coal mine are prohibited *except* the occupations of slate or other refuse picking at a picking table or picking chute in a tipple or breaker and occupations requiring the performance of duties solely in offices or in repair or maintenance shops located in the surface part of any coal-mining plant.

Definitions

1. The term "coal" shall mean any rank of coal, including lignite, bituminous, and anthracite coals.
2. The term "all occupations in or about any coal mine" shall mean all types of work performed in any underground working, open pit, or surface part of any coal-mining plant that contributes to the extraction, grading, cleaning, or other handling of coal.

Logging and Sawmilling Occupations (Order No. 4)

All occupations in logging and all occupations in the operation of any sawmill, lath mill, shingle mill, or cooperage-stock mill are prohibited *except* the following:

1. Exceptions applying to logging
   a. Work in offices or in repair of maintenance shops.
   b. Work in the construction, operation, repair, or maintenance of living and administrative quarters of logging camps.
   c. Work in timber cruising, surveying, or logging-engineering parties; work in the repair or maintenance of roads, railroads, or flumes; work in forest protection, such as clearing fire trails or roads, piling and burning slash, maintaining fire-fighting equipment, constructing and maintaining telephone lines, or acting as fire lookout or fire patrolman away from the actual logging operations: *Provided*, that the provisions of this paragraph shall not apply to the felling or bucking of timber, the collecting or transporting of logs, the operation of power-driven machinery, the handling or use of explosives, and work on trestles.
   d. Peeling of fence posts, pulpwood, chemical wood, excelsior wood, cordwood, or similar products, when not done in conjunction with and at the same time and place as other logging occupations declared hazardous by this section.
   e. Work in the feeding or care of animals.
2. Exceptions applying to the operation of any permanent sawmill or the operation of any lath mill, shingle mill, or cooperage-stock mill, *Provided*, that these exceptions do not apply to a portable sawmill the lumber yard of which is used only for the temporary storage of green lumber and in connection with which no office or repair or maintenance shop is ordinarily maintained; and *Further provided*, that these exceptions do not apply to work which entails entering the sawmill building.
   a. Work in offices or in repair or maintenance shops.
   b. Straightening, marking, or tallying lumber on the dry chain or the dry drop sorter.
   c. Pulling lumber from the dry chain.
   d. Cleanup in the lumberyard.
   e. Piling, handling, or shipping of cooperage stock in yards or storage sheds, other than operating or assisting in the operation of power-driven equipment.
   f. Clerical work in yards or shipping sheds, such as done by ordermen, tallymen, and shipping clerks.
   g. Cleanup work outside shake and shingle mills, *except* when the mill is in operation.
   h. Splitting shakes manually from pre-cut and split blocks with a froe and mallet, *except* inside the mill building or cover.
   i. Packing shakes into bundles when done in conjunction with splitting shakes manually with a froe and mallet, *except* inside the mill building or cover.
   j. Manual loading of bundles of shingles or shakes into trucks or railroad cars, *provided* that the employer has on file a statement from a licensed doctor of medicine or osteopathy certifying the minor capable of performing this work without injury to himself.

Definitions

1. The term "all occupations in logging" shall mean all work performed in connection with the felling of timber; the bucking or converting of timber into logs, poles, piles, ties, bolts, pulpwood, chemical wood, excelsior wood, cordwood, fence posts, or similar products; the collecting, skidding, yarding, loading, transporting, and unloading of such products in connection with logging; the constructing, repairing, and maintaining of roads, railroads, flumes, or camps used in connection with logging; the moving, installing, rigging, and maintenance of machinery or equipment used in logging; and other work performed in connection with logging. The term shall not apply to work performed in timber culture, timber-stand improvement, or in emergency fire-fighting.
2. The term "all occupations in the operation of any sawmill, lath mill, shingle mill, or cooperage-stock mill" shall mean all work performed in or about any such mill in connection with storing of logs and bolts; converting logs or bolts into sawn lumber, laths, shingles, or cooperage stock, or other products of such mills; and other work performed in connection with the operation of any sawmill, lath mill, shingle mill, or cooperage-stock mill. The term shall not include work performed in the planing-mill department or other remanufacturing departments of any sawmill, or in any planing-mill or remanufacturing plant not a part of a sawmill.

Power-Driven Woodworking Machine Occupations (Order No. 5)

The following occupations involved in the operation of power-driven woodworking machines are prohibited:

1. The occupation of operating power-driven woodworking machines including supervising or

controlling the operation of such machines, feeding material into such machines, and helping the operator to feed material into such machines, but not including the placing of material on a moving chain or in a hopper or slide for automatic feeding

2. The occupations of setting up, adjusting, repairing, oiling, or cleaning power-driven woodworking machines
3. The operations of off-bearing from circular saws and from guillotine-action veneer clippers

Definitions

1. The term "power-driven woodworking machines" shall mean all fixed or portable machines or tools driven by power and used or designed for cutting, shaping, forming, surfacing, nailing, stapling, wire stitching, fastening, or otherwise assembling, pressing, or printing wood or veneer
2. The term "off-bearing" shall mean the removal of material or refuse directly from a saw table or from the point of operation. Operations not considered as off-bearing within the intent of this section include: (a) The removal of material or refuse from a circular saw or guillotine-action veneer clipper where the material or refuse has been conveyed away from the saw table or point of operation by a gravity chute or by some mechanical means such as a moving belt or expulsion roller, and (b) the following operations when they do not involve the removal of material or refuse directly from a saw table or from a point of operation: the carrying, moving, or transporting of materials from one machine to another or from one part of a plant to another; the piling, stacking, or arranging of materials for feeding into a machine by another person, and the sorting, tying, bundling, or loading of materials

Exemptions

The exemptions for apprentices and student-learners apply to this Order, see page 12.

Occupations Involving Exposure to Radioactive Substances and to Ionizing Radiation. (Order No. 6)

The following occupations are prohibited

1. Any work in any workroom in which (a) radium is stored or used in the manufacture of self-luminous compound, (b) self-luminous compound is made, processed, or packaged, (c) self-luminous compound is stored, used, or worked upon, (d) incandescent mantles are made from fabric and solutions containing thorium salts, or are processed or packaged, (e) other radioactive substances are present in the air in average concentrations exceeding 10 percent of the maximum permissible concentrations in the air recommended for occupational exposure by the National Committee on Radiation Protection as set forth in the 40-hour week column of Table One of the National Bureau of Standards Handbook No. 69 entitled "Maximum Permissible Body Burdens and Maximum Permissible Concentrations of Radionuclides in Air and in Water for Occupational Exposure," issued June 5, 1959
2. Any other work which involves exposure to ionizing radiations in excess of 0.5 rem per year

Definitions

As used in this section

1. The term "self-luminous compound" shall mean any mixture of phosphorescent material and radium, mesothorium, or other radioactive element
2. The term "workroom" shall include the entire area bounded by walls of solid material and extending from floor to ceiling
3. The term "ionizing radiations" shall mean alpha and beta particles, electrons, protons, neutrons, gamma, and x-ray and all other radiations which produce ionizations directly or indirectly, but does not include electromagnetic radiations other than gamma and x-ray

Power-Driven Hoisting Apparatus Occupations (Order No. 7)

The following occupations involved in the operation of power-driven hoisting apparatus are prohibited

1. Work operating an elevator, crane, derrick, hoist, or high-lift truck, except operating an unattended automatic operation passenger elevator or an electric or air-operated hoist not exceeding 1 ton capacity
2. Work which involves riding on a manlift or a freight elevator *except* a freight elevator operated by an assigned operator
3. Work of assisting in the operation of a crane, derrick, or hoist performed by crane hookers, crane chasers, hookers-on, riggers, rigger helpers, and like occupations

Definitions

1. The term "elevator" shall mean any power-driven hoisting or lowering mechanism equipped with a car or platform which moves in guides in a substantially vertical direction. The term shall include both passenger and freight elevators (including portable elevators or tiering machines) but shall not include dumbwaiters
2. The term "crane" shall mean a power-driven machine for lifting and lowering a load and moving it horizontally, in which the hoisting mechanism is an integral part of the machine. The term shall include all types of cranes such as cantilever gantry, crane, gantry, hammerhead, ingot pouring, jib, locomotive, motor truck, overhead welding, pillar jib, pintle, portal, semigantry, semiportal, storage bridge, tower, walking jib, and wall cranes
3. The term "derrick" shall mean a power-driven apparatus consisting of a mast or equivalent members held at the top by guys or

bracket, with or without a boom, for use with a hoisting mechanism and operating ropes. The term shall include all types of derricks, such as A-frame, breast, Chicago boom, gin-pole guy, and stiff-leg derricks.

4 The term "hoist" shall mean a power-driven apparatus for raising or lowering a load by the application of a pulling force that does not include a car or platform running in guides. The term shall include all types of hoists, such as base-mounted electric, clevis suspension, hook suspension, monorail, overhead electric, simple drum, and trolley suspension hoists.

5 The term "high-lift truck" shall mean a power-driven industrial type of truck used for lateral transportation that is equipped with a power-operated lifting device usually in the form of a fork or platform capable of tiering loaded pallets or skids one above the other. Instead of a fork, or platform, the lifting device may consist of a ram, scoop, shovel, crane, revolving fork, or other attachments for handling specific loads. The term shall mean and include high-lift trucks known under such names as forklifts, fork trucks, forklift trucks, tiering trucks, or stacking trucks, but shall not mean low-lift trucks or low-lift platform trucks that are designed for the transportation of, but not the tiering of, material.

6 The term "manlift" shall mean a device intended for the conveyance of persons which consists of platforms or brackets mounted on, or attached to, an endless belt, cable, chain or similar method of suspension; such belt, cable, or chain operating in a substantially vertical direction and being supported by and driven through pulleys, sheaves or sprockets at the top and bottom.

Exception

This section shall not prohibit the operation of an automatic elevator and an automatic signal operation elevator provided that the exposed portion of the car interior (exclusive of vents and other necessary small openings), the car door, and the hoistway doors are constructed of solid surfaces without any opening through which a part of the body may extend, all hoistway openings at floor level have doors which are interlocked with the car door so as to prevent the car from starting until all such doors are closed and locked, the elevator (other than hydraulic elevators) is equipped with a device which will stop and hold the car in case of overspeed or if the cable slackens or breaks, and the elevator is equipped with upper and lower travel limit devices which will normally bring the car to rest at either terminal and a final limit switch which will prevent the movement in either direction and will open in case of excessive over travel by the car.

Definitions as used in this exception:

1. For the purpose of this exception the term "automatic elevator" shall mean a passenger elevator, a freight elevator, or a combination passenger-freight elevator, the operation of which is controlled by pushbuttons in such a manner that the starting, going to the landing selected, leveling and holding, and the opening and closing of the car and hoistway doors are entirely automatic.
2. For the purpose of this exception, the term "automatic signal operation elevator" shall mean an elevator which is started in response to the operation of a switch (such as a lever or pushbutton) in the car which when operated by the operator actuates a starting device that automatically closes the car and hoistway doors—from this point on, the movement of the car to the landing selected, leveling and holding when it gets there, and the opening of the car and hoistway doors are entirely automatic.

Power-Driven Metal Forming, Punching, and Shearing Machine Occupations (Order No. 8)

The following occupations are prohibited:

1. The occupations of operator of or helper on the following power-driven metal forming, punching, and shearing machines:
   a. All rolling machines, such as beading, straightening, corrugating, flanging, or bending rolls; and hot or cold rolling mills.
   b. All pressing or punching machines, such as punch presses, *except* those provided with full automatic feed and ejection and with a fixed barrier guard to prevent the hands or fingers of the operator from entering the area between the dies; power presses; and plate punches.
   c. All bending machines, such as apron brakes and press brakes.
   d. All hammering machines, such as drop hammers and power hammers.
   e. All shearing machines, such as guillotine or squaring shears; alligator shears; and rotary shears.
2. The occupations of setting up, adjusting, repairing, oiling, or cleaning these machines including those with automatic feed and ejection.

Definitions

1. The term "operator" shall mean a person who operates a machine covered by this Order by performing such functions as starting or stopping the machine, placing materials into or removing them from the machine, or any other functions directly involved in operation of the machine.
2. The term "helper" shall mean a person who assists in the operation of a machine covered by this Order by helping place materials into or remove them from the machine.

3 The term "forming, punching, and shearing machines" shall mean power-driven metal-working machines, other than machine tools, which change the shape of or cut metal by means of tools, such as dies, rolls or knives which are mounted on rams, plungers, or other moving parts. Types of forming, punching, and shearing machines enumerated in this section are the machines to which the designation is by custom applied

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NOTE: This Order does not apply to a very large group of metal-working machines known as machine tools. Machine tools are defined as "power-driven complete metal-working machines having one or more tool- or work-holding devices, and used for progressively removing metal in the form of chips." Since the Order does not apply to machine tools, the 18-year age minimum does not apply. Such machine tools are classified below so that they can be readily identified.

MILLING FUNCTION MACHINES
Horizontal Milling Machines
Vertical Milling Machines
Universal Milling Machines
Planer-type Milling Machines
Gear Hobbing Machines
Profilers
Routers

TURNING FUNCTION MACHINES
Engine Lathes
Turret Lathes
Hollow Spindle Lathes
Automatic Lathes
Automatic Screw Machines

PLANING FUNCTION MACHINES
Planers
Shapers
Slotters
Broaches
Keycasters
Hack Saws

GRINDING FUNCTION MACHINES
Grinders
Abrasive Wheels
Abrasive Belts
Abrasive Disks
Abrasive Points
Polishing Wheels
Buffing Wheels
Stroppers
Lapping Machines

BORING FUNCTION MACHINES
Vertical Boring Mills
Horizontal Boring Mills
Jig Borers
Pedestal Drills
Radial Drills
Gang Drills
Upright Drills
Drill Press, etc
Centering Machines
Reamers
Honers

Exemptions

The exemptions for apprentices and student-learners apply to this Order, see page 12.

Occupations in Connection With Mining, Other Than Coal (Order No. 9)

All occupations in connection with mining, other than coal, are prohibited *except* the following.

1. Work in offices, in the warehouse or supply house, in the change house, in the laboratory, and in repair or maintenance shops not located underground.
2. Work in the operation and maintenance of living quarters
3. Work outside the mine in surveying, in the repair and maintenance of roads, and in general cleanup about the mine property such as clearing brush and digging drainage ditches.
4. Work of track crews in the building and maintaining of sections of railroad track located in those areas of open-cut metal mines where mining and haulage activities are not being conducted at the time and place that such building and maintenance work is being done.
5. Work in or about surface placer mining operations other than placer dredging operations and hydraulic placer mining operations.
6. The following work in metal mills other than in mercury-recovery mills or mills using the cyanide process:
   a. Work involving the operation of jigs, sludge tables, flotation cells, or drier-filters
   b. Work of hand sorting at picking table or picking belt
   c. General cleanup work

Provided, however, that nothing in this section shall be construed as permitting employment of minors in any occupation prohibited by any other hazardous occupations order issued by the Secretary of Labor

Definitions

As used in this section: The term "all occupations in connection with mining other than coal" shall mean all work performed underground in mines and quarries, on the surface at underground mines and underground quarries; in or about open-cut mines, open quarries, clay pits and sand and gravel operations; at or about placer mining operations; at or about dredging operations for clay, sand or gravel; at or about bore-hole mining operations; in or about all metal mills, washer plants, or grinding mills reducing the bulk of the extracted minerals, and at or about any other crushing, grinding, screening, sizing, washing or cleaning operations performed upon the extracted minerals *except* where such operations are performed as a part of a manufacturing process. The term shall not include work performed in subsequent manufacturing or processing operations such as work performed in smelters, electro-metallurgical plants, refineries, reduction plants, cement mills, plants where quarried stone is cut, sanded and further processed, or plants manufacturing clay, glass or ceramic products. Neither shall the term include work performed in connection with coal mining, in petroleum production, in natural-gas production, nor in dredging operations which are not a part of mining operations, such as dredging for construction or navigation purposes.

Occupations Involving Slaughtering, Meat-Packing or Processing, or Rendering (Order No. 10)

The following occupations in or about slaughtering and meat-packing establishments, rendering plants, or wholesale, retail or service establishments are prohibited:

1. All occupations on the killing floor, in curing cellars, and in hide cellars, *except* the work of messengers, runners, hand-truckers, and similar occupations which require entering such workrooms or workplaces infrequently and for short periods of time.
2. All occupations involved in the recovery of lard and oils, *except* packaging and shipping of such products and the operations of lard-roll machines.
3. All occupations involved in tankage or rendering of dead animals, animal offal, animal fats, scrap meats, blood, and bones into stock feeds, tallow, inedible greases, fertilizer ingredients, and similar products.
4. All occupations involved in the operation or feeding of the following power-driven meat-processing machines, including the occupations of setting-up, adjusting, repairing, oiling, or cleaning such machines: meat patty forming machines, meat and bone cutting saws, knives (**except* bacon-slicing machines), head splitters, and guillotine cutters; snout pullers and jaw pullers; skinning machines; horizontal rotary washing machines; casing-cleaning machines such as crushing, stripping, and finishing machines; grinding, mixing, chopping, and hashing machines; and presses (*except* belly-rolling machines).
5. All boning occupations.
6. All occupations that involve the pushing or dropping of any suspended carcass, half carcass, or quarter carcass.
7. All occupations involving hand-lifting or hand-carrying any carcass or half carcass of beef, pork, or horse, or any quarter carcass of beef or horse.

*Note: The term "bacon slicing machines" as used in this Order refers to those machines which are designed solely for the purpose of slicing bacon and are equipped with enclosure or barrier guards that prevent the operator from coming in contact with the blade or blades, and with devices for automatic feeding, slicing, shingling, stacking, and conveying the sliced bacon away from the point of operation.

Definitions

1. The term "slaughtering and meat-packing establishments" shall mean places in or about which cattle, calves, hogs, sheep, lambs, goats, or horses are killed, butchered, or processed. The term shall also include establishments which manufacture or process meat products or sausage casings from such animals.
2. The term "rendering plants" shall mean establishments engaged in the conversion of dead animals, animal offal, animal fats, scrap meats, blood, and bones into stock feeds, tallow, inedible greases, fertilizer ingredients, and similar products.
3. The term "killing floor" shall include that workroom or workplace where cattle, calves, hogs, sheep, lambs, goats, or horses are immobilized, shackled, or killed, and the carcasses are dressed prior to chilling.
4. The term "curing cellar" shall include that workroom or workplace which is primarily devoted to the preservation and flavoring of meat by curing materials. It does not include that workroom or workplace where meats are smoked.
5. The term "hide cellar" shall include that workroom or workplace where hides are graded, trimmed, salted, and otherwise cured.
6. The term "boning occupations" shall mean the removal of bones from meat cuts. It shall not include work that involves cutting, scraping, or trimming meat from cuts containing bones.

NOTE: This Order shall not apply to the killing and processing of poultry, rabbits, or small game in areas physically separated from the "killing floor".

Exemptions

The exemptions for apprentices and student-learners apply to this Order, **see page 12.**

Power-Driven Bakery Machine Occupations (Order No. 11)

The following occupations involved in the operation of power-driven bakery machines are prohibited:

1. The occupations of operating, assisting to operate, or setting up, adjusting, repairing, oiling, or cleaning any horizontal or vertical dough mixer; batter mixer; bread dividing, rounding, or molding machine; dough brake; dough sheeter; combination bread slicing and wrapping machine; or cake cutting band saw.
2. The occupation of setting up or adjusting a cooky or cracker machine.

NOTE: This Order does not apply to the following list of bakery machines which may be operated by 16 and 17-year-old minors:

INGREDIENT PREPARATION AND MIXING

Flour-sifting Machine Operator
Flour-blending Machine Operator
Sack-cleaning Machine Operator

PRODUCT FORMING AND SHAPING

Roll-dividing Machine Operator
Roll-making Machine Operator
Batter-sealing Machine Operator
Depositing Machine Operator
Cooky or Cracker Machine Operator
Wafer Machine Operator
Pretzel-stick Machine Operator
Pie-dough Sealing Machine Operator
Pie-dough Rolling Machine Operator
Pie-crimping machine Operator

FINISHING AND ICING

Depositing Machine Operator
Enrobing Machine Operator
Spray Machine Operator
Icing Mixing Machine Operator

SLICING AND WRAPPING

Roll Slicing and Wrapping Machine Operator
Cake Wrapping Machine Operator
Carton Packing and Sealing Machine Operator

PAN WASHING

Spray-type Pan Washing Machine Operator
Tumbler-type Pan Washing Machine Operator

Power-Driven Paper-Products Machine Occupations (Order No. 12)

The following occupations are prohibited

1. The occupations of operating or assisting to operate any of the following power-driven paper-products machines:
   a. Arm-type wirestitcher or stapler, circular or band saw corner cutter or mitering machine, corrugating and single- or double-facing machine, envelope die-cutting press, guillotine paper cutter or shear, horizontal bar scorer, laminating or combining machine, sheeting machine, scrap-paper baler, or vertical slotter.
   b. Platen die-cutting press, platen printing press, or punch press which involves hand feeding of the machine
2. The occupations of setting up, adjusting, repairing, oiling or cleaning these machines including those which do not involve hand feeding.

Definitions

1. The term "operating or assisting to operate" shall mean all work which involves starting or stopping a machine covered by this Order, placing materials into or removing them from the machine, or any other work directly involved in operating the machine
2. The term "paper-products machine" shall mean power-driven machines used in the remanufacture or conversion of paper or pulp into a finished product. The term is understood to apply to such machines whether they are used in establishments that manufacture converted paper pulp products, or in any other type of manufacturing or non-manufacturing establishment

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NOTE: There are many machines not covered by this Order. The most important of these machines are the following

Bag Machine (Bag-Making Machine)
Bottoming Machine (Bags)
Box-Making Machine (Collapsible Boxes)
Bundling Machine
Calendar Roll and Plating Machines
Cigarette Carton Opener and Tax Stamping Machine
Clasp Machine
Counting, Stacking and Ejecting Machine
Corner Stayer
Covering, Lining or Wrapping Machines (Set-up Boxes)
Creping Machine
Dornbusch Machine (Wall Paper)
Ending Machine (Set-up Boxes)
Envelope Machine
Folding Machine
Gluing, Scaling, or Gumming Machine
Interfolding Machine
Jogging Machine
Lacer Machine
Parchmentizing, Waxing, or Coating Machines
Partition Assembling Machine
Paper Cup Machine
Quadruple Stayer
Rewinder
Rotary Printing Press
Ruling Machine
Slitting Machine
Straw Winder
Stripping Machine
Taping Machine
Tube Cutting Machine
Tube Winder
Tube Machine (Paper Bags)
Window Patch Machine
Wire or Tag Stringing Machine

Exemptions

The exemptions for apprentices and student-learners apply to this Order, see page 12.

Occupations Involved in the Manufacture of Brick, Tile and Kindred Products (Order No. 13)

The following occupations involved in the manufacture of clay construction products and of silica refractory products are prohibited

1. All work in or about establishments in which clay construction products are manufactured, *except* (a) work in storage and shipping; (b) work in offices, laboratories, and storerooms and (c) work in the drying departments of plants manufacturing sewer pipe
2. All work in or about establishments in which silica brick or other silica refractories are manufactured *except* work in offices
3. Nothing in this section shall be construed as permitting employment of minors in any occupation prohibited by any other hazardous occupations order issued by the Secretary of Labor

Definitions

1. The term "clay construction products" shall mean the following clay products: Brick, hollow structural tile, sewer pipe and kindred products, refractories and other clay products such as architectural terra cotta, glazed structural tile, roofing tile, stove lining, chimney pipes and tops, wall coping, and drain tile. The term shall not include the following non-structural-bearing clay products: Ceramic floor and wall tile, mosaic tile, glazed and enameled tile, faience, and similar tile, nor shall the term include non-clay construction products such as sand-lime brick, glass brick, or non-clay refractories.
2. The term "silica brick or other silica refractories" shall mean refractory products produced

from raw materials containing free silica as their main constituent.

Occupations Involved in the Operation of Power-Driven Circular Saws, Band Saws, and Guillotine Shears (Order No. 14)

The following occupations are prohibited.

1. The occupations of operator of or helper on the following power-driven fixed or portable machines *except* for machines equipped with full automatic feed and ejection
   a. Circular saws
   b. Band saws
   c. Guillotine shears
2. The occupations of setting up, adjusting, repairing, oiling, or cleaning circular saws, band saws, and guillotine shears

Definitions

1. The term "operator" shall mean a person who operates a machine covered by this Order by performing such functions as starting or stopping the machine, placing materials into or removing them from the machine, or any other functions directly involved in operation of the machine.
2. The term "helper" shall mean a person who assists in the operation of a machine covered by this Order by helping place materials into or remove them from the machine.
3. The term "machine equipped with full automatic feed and ejection" shall mean machines covered by this Order which are equipped with devices for full automatic feeding and ejection and with a fixed barrier guard to prevent completely the operator or helper from placing any part of his body in the point-of-operation area.
4. The term "circular saw" shall mean a machine equipped with a thin steel disc having a continuous series of notches or teeth on the periphery, mounted on shafting, and used for sawing materials.
5. The term "band saw" shall mean a machine equipped with an endless steel band having a continuous series of notches or teeth running over wheels or pulleys, and used for sawing materials.
6. The term "guillotine shear" shall mean a machine equipped with a movable blade operated vertically and used to shear materials. The term shall not include other types of shearing machines, using a different form of shearing action, such as alligator shears or circular shears.

Exemptions

The exemptions for apprentices and student-learners apply to this Order, see page 12.

Occupations Involved in Wrecking, Demolition, and Shipbreaking Operations (Order No. 15)

All occupations in wrecking, demolition, and shipbreaking operations are prohibited.

Definitions

The term "wrecking, demolition, and shipbreaking operations" shall mean all work, including cleanup and salvage work, performed at the site of the total or partial razing, demolishing, or dismantling of a building, bridge, steeple, tower, chimney, other structure, ship or other vessel.

Occupations in Roofing Operations (Order No. 16)

All occupations in roofing operations are prohibited.

Definitions

The term "roofing operations" shall mean all work performed in connection with the application of weatherproofing materials and substances (such as tar or pitch, asphalt prepared paper, tile, slate, metal, translucent materials, and shingles of asbestos, asphalt or wood) to roofs of buildings or other structures. The term shall also include all work performed in connection with: (1) The installation of roofs, including related metal work such as flashing, and (2) alterations, additions, maintenance, and repair, including painting and coating, of existing roofs. The term shall not include gutter and downspout work, the construction of the sheathing or base of roofs, or the installation of television antennas, air conditioners, exhaust and ventilating equipment, or similar appliances attached to roofs.

Exemptions

The exemptions for apprentices and student-learners apply to this Order, see page 12.

Occupations in Excavation Operations (Order No. 17)

The following occupations in excavation operations are prohibited.

1. Excavating, working in, or backfilling (refilling) trenches, *except* (a) manually excavating or manually backfilling trenches that do not exceed four feet in depth at any point, or (b) working in trenches that do not exceed four feet in depth at any point.
2. Excavating for buildings or other structures or working in such excavations, *except* (a) manually excavating to a depth not exceeding four feet below any ground surface adjoining the excavation, or (b) working in an excavation not exceeding such depth, or (c) working in an excavation where the side walls are shored or sloped to the angle of repose.
3. Working within tunnels prior to the completion of all driving and shoring operations.
4. Working within shafts prior to the completion of all sinking and shoring operations.

(continued on next page)

The exemptions for apprentices and student-learners apply to this Order, see below.

Exemptions From Hazardous Occupations Orders

Hazardous Occupations Orders Nos. 5, 8, 10, 12, 14, 16 and 17 contain exemptions for 16 and 17-year-old apprentices and student-learners provided they are employed under the following conditions

I. Apprentices. (1) The apprentice is employed in a craft recognized as an apprenticeable trade, (2) the work of the apprentice in the occupations declared particularly hazardous is incidental to his training, (3) such work is intermittent and for short periods of time and is under the direct and close supervision of a journeyman as a necessary part of such apprentice training; and (4) the apprentice is registered by the Bureau of Apprenticeship and Training of the U.S. Department of Labor as employed in accordance with the standards established by that Bureau or is registered by a State agency as employed in accordance with the standards of the State apprenticeship agency recognized by the Bureau of Apprenticeship and Training, or is employed under a written apprenticeship agreement and conditions which are found by the Secretary of Labor to conform substantially with such Federal or State standards.

II. Student-Learners. (1) The student-learner is enrolled in a course of study and training in a cooperative vocational training program under a recognized State or local educational authority or in a course of study in a substantially similar program conducted by a private school, and (2) such student-learner is employed under a written agreement which provides: (i) That the work of the student-learner in the occupations declared particularly hazardous shall be incidental to the training; (ii) That such work shall be intermittent and for short periods of time, and under the direct and close supervision of a (iii) That safety instructions shall be given by the school and correlated by the employer with on-the-job training; and (iv) That a schedule of organized and progressive work processes to be performed on the job shall have been prepared. Each such written agreement shall contain the name of the student-learner, and shall be signed by the employer and the school coordinator or principal. Copies of each agreement shall be kept on file by both the school and the employer. This exemption for the employment of student-learners may be revoked in any individual situation where it is found that reasonable precautions have not been observed for the safety of minors employed thereunder. A high school graduate may be employed in an occupation in which training has been completed as provided in this paragraph as a student-learner, even though the youth is not yet 18 years of age.

Penalties For Violation

For each violation of the child labor provisions or any regulation issued thereunder, employers may be subject to a civil money penalty up to $1,000.

The Act was amended, effective May 1, 1974, authorizing (in section 16(e)) the Secretary of Labor to assess a civil money penalty of not to exceed $1,000 for each violation of the child labor provisions of the Act or any regulation issued thereunder. When a child labor civil money penalty is assessed against an employer, the employer has the right, within 15 days after receipt of the notice of such penalty, to file an exception to the determination that the violation or violations of the child labor provisions occurred. When such an exception is filed with the Administrator of the Wage and Hour Division, the matter is referred to the Chief Administrative scheduled. At such a hearing the employer may, or an attorney retained by the employer may, present such witnesses, introduce such evidence and establish such facts as the employer believes will support the exception. The determination of the amount of any civil money penalty becomes final if no exception is taken to the administrative assessment thereof, or if an exception is filed, pursuant to the decision and order of the administrative law judge.

The Act also provides, in the case of willful violation, for a fine up to $10,000; or, for a second offense committed after the conviction of such person for a similar offense, for a fine of not more than $10,000, or imprisonment for not more than 6 months, or both. The Secretary of Labor may also ask a Federal district court to restrain future violations of the child labor provisions of the Act by injunction.

Age Certificates

Employers may protect themselves from unintentional violation of the child labor provisions by keeping on file an employment or age certificate for each minor employed to show that the minor is the minimum age for the job. Certificates issued under most State laws are acceptable for purposes of the Act.

Additional Information

Inquiries about the Fair Labor Standards Act will be answered by mail, telephone, or personal interview at any office of the Wage and Hour Division of the U.S. Department of Labor. Offices are listed in the telephone directory under U.S. Department of Labor in the U.S. Government listing. These offices also supply publications free of charge.

U.S. GOVERNMENT PRINTING OFFICE : 1985 O - 483-774

NON-HAZARDOUS OCCUPATION

NORTH CAROLINA DEPARTMENT OF LABOR
DIVISION OF SUPPORT PROGRAMS

PLEASE TYE
OR PRINT
CLEARLY

Mary Smith (name), August 2, 1968 (date of birth), 19 (age), F (sex)

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may work as Graphic Artist

Media Production Services (company name), 21 Hyde Park Avenue (street or post office box)

Rocky Mount (city), NC 27801 (zip), (919) (area code) 834-9842 (phone)

We certify that the above age information is correct, that the youth will not be employed in a hazardous occupation described in the Wage and Hour Act, and that, if under age 16, the youth will be employed only in a permitted occupation and only during legal hours.

SIGNATURES: YOUTH Mary Smith (must sign in presence of issuing officer) 246-20-1786 (social security)

PARENT/GUARDIAN Robert Smith

EMPLOYER Carl Green

APPROVED: Robert Miller (Director of Social Services) Moore Co. (County)

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FISCAL INFORMATION

Budgets - General

Preparation and Approval Process

Budgets for programs operating in the Local Educational Agencies (LEA) funded through the JTPA grant to the State Board of Education are to be submitted with the project applications using the standard Federal Programs Budget Forms (FPD-208 - Approved Budget Form, and FPD-210 series - Supplementary Schedule). When projects have been approved by the Division of Support Programs, copies of the project and budget applications will be forwarded to the Division of Federal Programs for fiscal review and approval.

Once budget content has been approved by the Division of Federal Programs, they will send the official Budget Approval Letter (form FPD-207) to the LEA. This letter contains special terms and conditions which must be adhered to by the Unit for project expenditures to be approvable.

A separate mailing from the Division of Budget Development and Management will contain each Unit's official allocation of funds. Expenditures may not be made from the Unit's Federal Funds Disbursing Account until both the allotment and Budget Approval Letter have been received.

All fiscal information is sent to the Unit Superintendent, with copies to the Finance Officer and DPI program staff.

Amendments

Amendments transferring funds between line items are permissible with proper approval from the Division of Support Programs and the Division of Federal Programs. Effective with projects for Fiscal Year 1988-89 the Division of Federal Programs will accept budget amendments which contain only the affected line items. However, if you wish you may continue to include the entire budget. This added flexibility in completing project amendments will expedite the process. Please remember that all amendments must total zero in the "Increase/Decrease" column on form FPD-209.

Request for amendments must be submitted to the JTPA Coordinator, Division of Support Programs for approval. It is requested that amendments be sent as infrequently as possible (only when necessary) and sufficiently in advance of the proposed effective date to provide adequate time for processing. A written narrative justification for the transfers must be submitted along with the Budget Revision Form FPD-209.

Close-Out

"Closing Out" of projects is a process performed at the State level which involves reporting final expenditures and, if necessary, requesting additional funds if expenditures exceed the amount of funds drawn against the grant. Local Education Agency involvement in the close-out process consists of accurately reporting all final expenditures for the project in a timely manner. Expenditures will not be approvable in a project unless they have been obligated before June 30 (as evidenced by a properly prepared and approved purchase order) and expended before July 31 of each year. Expenditures reported as expended in a project after the July report will be disallowed and the unit will be required to refund the amount of the expenditure.

Budgets - Composition

The primary makeup of budgets for JTPA programs is comprised of several basic line items. The following list is a description of each major line item approvable for JTPA budgets. It is not necessary for each of these line items to be contained in each program's budget. Additional approvable line items are included in the Program Report Code Chart of Accounts, which should be available in the office of each Local Education Agency Finance Officer. Consult with the Finance Officer to determine the allowability of all account codes prior to requesting their establishment in a budget or amendment.

Indirect Cost

Indirect cost may be budgeted at the approved restricted indirect cost rate for each Unit. Funds budgeted for equipment and the amount of Unbudgeted Federal Grant Funds must be taken out of the total used to determine indirect cost before calculating the amount to be budgeted for indirect costs.

Staff Costs

Several line item account codes are approved for use in budgeting staff costs. The proper code to be used is determined for certified personnel by the person's certification and the area of their employment. State law requires that all certified personnel must be employed "In Field" (in the area for which they are certified) to be assigned a salary. Salaries budgeted must be at a rate consistent with the North Carolina Public Schools certified salary schedule, and they should be in an amount sufficient to cover the entire project operating period. Benefits for staff personnel (FICA, Retirement, Hospitalization, Worker's Compensation, and any additional benefits paid to local personnel as a result of documented local board of education policy) should also be budgeted.

Participant Insurance

DET regulations require that all non-working participants enrolled in JTPA programs be covered by accidental liability insurance. Assuring this coverage is the responsibility of the Local Education Agency. The use of JTPA funds is authorized for budgeting for these costs.

Staff Travel/Subsistence

Funds for travel expenses may be budgeted. The amount budgeted for mileage must be at the approved state rate unless a documented local board of education policy exists which allows for a greater rate. Funds in excess of $0.20 (1 mile) must be budgeted in the appropriate code for "excess travel" to be consistent with federal IRS rulings. Expenditures for "excess travel" must be reported to IRS as part of employee earnings for tax purposes. Subsistence is intended for state sponsored JTPA meetings and meetings having prior written approval of the Division of Support Programs only.

Communications

Budgeting for telephone and postage costs is allowable. A separate line item, as noted in the Program Report Code Chart of Accounts, should be used for each.

Participant Compensation in Lieu of Wages

Provisions may be made for funds to compensate program participants for work performed while enrolled in JTPA programs. The compensation in lieu of wages is to be budgeted at the current federal minimum wage and is not to exceed 20 hours per week per participant.

Supplies and Materials

Funds for JTPA related consumable supplies and materials may be budgeted. Supplies and materials are to be used within the operation period of the project in which they are budgeted. Supplies and materials may not be purchased in one project for use in a project anticipated for funding in the following state fiscal year(s).

Non-Expendable Property

Funds may be budgeted for non-expendable property if the property is properly approved for purchase and use in the project. Property having a unit cost of one thousand dollars ($1,000) or more and a useful life of more than one year must have prior State level approval in writing before acquisition. Submit written request to JTPA Coordinator, Division of Support Programs, Department of Public Instruction. Request should include description of the property, quantity, unit cost, and total cost.

These requests will then be submitted by the Division of Support Programs to DET's property officer for review and response. Local Education Agencies cannot purchase non-expendable property within 60 days of the ending date of its JTPA budget.

REPORTING REQUIREMENTS

Requests for Funds

Funds for JTPA programs are requested monthly by the Local Education Agency Finance Officer during the monthly reporting process.

Reporting Expenditures

Expenditures for JTPA programs are to be reported to the Controller's Office, North Carolina State Board of Education, not later than the fifth working day of each month by the LEA's Finance Officer.

INCOME TAX WITHHOLDING INFORMATION

Federal

Participants in work situations are exempt from all federal income tax withholding provided certain requirements are met. Under Federal Income Tax Laws, income earned under $3,300 per calendar year is not subject to withholding, provided the student claims a personal exemption. Each LEA should be sure that a W-4 Form is completed for each student falling in this category. However, income earned in excess of $3,300 per calendar year would be subject to withholding, and a completed W-4 Form showing withholding would also be required.

State

Participants in work situations are exempt from all state income tax withholding provided certain requirements are met. Under the provisions of North Carolina Revenue Laws, every individual is entitled to a basic personal exemption of either $1,100 or $2,200, depending on his/her status. If a student is entitled to the $1,100 minimum personal exemption, no withholding of North Carolina income tax is required on calendar year earnings which do not exceed $1,100. For students whose calendar year earnings are below their personal exemptions, a completed Form NC-4A should be filed. For students whose calendar year earnings exceed their personal exemption, a completed Form NC-4 must be filed and withholding required.

However, if a student did not have an income tax liability to North Carolina for the preceding year and does not expect to incur a liability for the current year, he or she may file a NC-4A with his/her employer so that no tax will be withheld from his/her wages.

Social Security Information

The U. S. Department of Health and Human Services, Social Security Administration, has issued the following ruling on whether or not the payments to participants would be covered for Social Security:

1. The entire program is for education and training, not just work experience.

2. Participants in the program are supervised, controlled, and evaluated by the LEA. The work site employer does not determine if the students will participate in the program, but only provides supervision of the on-the-job training.

3. The participants would be considered students since they are in an educational program which is controlled by the Local Education Agency.

4. The LEA controls and determines the compensation and/or wages paid to the students in the program.

Based on the above facts and manner in which the program is operated in North Carolina, the compensation paid would not be considered wages covered for Social Security because the student exclusion would apply.

Student Insurance Information

The Division of Employment and Training issued policies which require that all non-working participants enrolled in JTPA programs, and the time working participants spend in the program when they are not in work situations be covered by accidental liability insurance. Funds are provided in the amount of $7.00 per participant for this coverage. Assuring coverage is the responsibility of the LEA. In reporting insurance expenditures to the Division of Federal Programs, a copy of the insuring document on all participants must be submitted.

Worker's Compensation Information

All participants involved in work situations must be covered by worker's compensation insurance. Each Local Education Agency must arrange for worker's compensation coverage through their local carrier of this insurance. Any participant claims for injuries sustained while in work situations in the programs are to be handled at the local level in the same manner as for locally paid employees. The use of properly budgeted project funds is allowable for this purpose.

FORM PROCESSING

1. Forms should be submitted as soon as the form has been verified as being complete and correct.

2. When submitting forms: Send original copy to the Division of Federal Programs. Make a copy for school/participant file. A transmittal form must accompany all forms.

   Send Form To:
   Division of Federal Programs
   Education Building
   116 W. Edenton Street
   Raleigh, NC 27603-1712

3. Forms found incorrect or incomplete by the computer system will have a follow-up letter sent to the Intake Officer requesting submission of correct information. The Superintendent will also receive a copy of the request. Fifteen (15) days from the date of the letter will be allowed for submission of the correct information.

   NOTE: Due to the computerization of forms, all information must be completed according to instructions.

4. To obtain forms, contact the following person:

   Mandy Farmer
   Accountant/JTPA Programs
   Division of Federal Programs
   116 W. Edenton Street
   Raleigh, NC 27603-1712
   919/733-3637

DIVISION OF EMPLOYMENT & TRAINING
(INSTRUCTION INFORMATION)

.INTRODUCTION.

The use of these Forms Instructions must be based upon a working knowledge and understanding of the Job Training Partnership Act as it is administered in North Carolina.

Definitions essential to the completion of the Participant Data (PD) forms are addressed within this document; however, any time that a term or instructor is not clear you should call your Service Delivery Area M.I.S. Contact. Likewise, suggestions for improvement to these Forms Instructions should be communicated to your S.D.A.

PD-1 Application

(Completed only once, prior to an individual receiving any employment and training services other than outreach, intake, and assessment.)

- Provides the information that establishes the eligibility of the applicant for each available JTPA employment and training service.
- Provides information to be used in judging the performance of the service delivery area.
- Provides the information that will allow the participant to be contacted following participation.

PRE-APPLICATION FORMS ARE NOT TO BE USED TO DETERMINE THE ELIGIBILITY OF APPLICANTS

PD-2 Enrollment

(Completed each time a participant is enrolled in a JTPA employment and training project.)

- Describes the type of employment and training service being provided by a particular service provider and establishes the first day of receipt of such services.

PD-3 Separation

(Completed every time a participant stops receiving services funded through a specific project.)

- Provides the reason that services were stopped and documents the last day that such services were provided by the particular service provider.

PD-4 Termination

(Completed only once when the participant is no longer receiving any JTPA employment and training services.)

- Describes the status of the participant and the date on which it is judged that either available JTPA employment and training services have achieved their intended purpose or that continued expenditures would be pointless.
- Provides information to be used in judging the performance of the service delivery area.

INSTRUCTIONS FOR COMPLETING
DET PD-1

1. DATE OF APPLICATION - Record the month, day and year the application for entry into the program is completed. For example: May 1, 1987, is recorded "05/01/87". Use all six spaces. This will be the day, month, and year on which all applicable items 2 through 42 are completed. The application date must be within six (6) days after the last full calendar week (Sunday through Saturday) used to determine family income. If more than forty-five (45) days elapse between this date and the date of the first enrollment into JTPA, a new application must be completed or the original application form must be updated, to include new signatures of the applicant, parent (if applicable), and intake officer, pertinent dates, and eligibility determination.

2. APPLICANT'S NAME

LAST NAME - Record the applicant's last name. Names containing suffixes such as Jr., Sr., or III, should be included in the LAST NAME field without punctuation (e.g. JOHNSON SR not JOHNSON, SR.) Characters must be letters, spaces, dashes and/or apostrophes (e.g. O'HARA).

FIRST NAME - Record the applicant's first name. Do not use nicknames.

MIDDLE INITIAL - Record the applicant's middle initial if he/she has one. Otherwise, draw a line through this item.

3. SOCIAL SECURITY NUMBER - Record the applicant's nine digit Social Security Number. The Social Security Number must be recorded by the intake officer from the applicant's Social Security Card. The Social Security Card presented by the applicant must be his/her original card, signed by the card holder.

For applicants who have not been assigned a Social Security Number (SSN) by the Social Security Administration, process the application leaving item 3 blank. The Management Information System (MIS) will assign the applicant a unique system ID Number (SID) in lieu of the SSN. The project operator will be notified by the SDA of the SID number. JTPA staff should assist the applicant in applying for a SSN. The applicant should advise the project operator as soon as a valid SSN is received from the Social Security Administration.

A valid Social Security Number will be required for persons who will be enrolling in the following activities: any project assigned an activity sub-type coding "03" an r c ass n d an activity type coding "D" or "B" or "C"; projects assigned th activity type/sub-type coding "H-20" or "H-21".

(Revised 12/87)

GENERAL INSTRUCTIONS
FORM DET PD — 1

* Change — If an eligibility item is being changed, applicant signature is required.

5 **RESIDENCE** — This information should be specific and detailed to assist in the location of the applicant for follow-up purposes.

NOTE: A mailing address alone is insufficient to determine residency eligibility.

6 **COUNTY OF RESIDENCE** — Indicate applicant's county of residence. (County of residence must be within the service delivery area unless a waiver is granted in the approved job training plan.) See County Codes below.

8 **ALTERNATE TELEPHONE NUMBER** — Record a telephone number which is not likely to change and should assist in the location of the applicant for follow-up purposes.

12 **CITIZENSHIP STATUS** — Record whether the applicant is a citizen or an eligible noncitizen whose status permits permanent employment in the U. S.

NOTE: If the applicant indicates that he/she is not a citizen or an eligible noncitizen, the applicant is ineligible for JTPA. The application process may be stopped here. Complete items 42 (5), 43, and 44.

13 **SELECTIVE SERVICE REGISTRATION** — This item indicates whether or not the applicant is in compliance with the registration provision of the Job Training Partnership Act (Sec. 504). It is a factor in determining the eligibility of male applicants. Record either "Y" (Yes) or "N" (No) for item #1. Record either "Y" (Yes), "N" (No), or "E" (Exempt) for item #2. (See instructions for definition of individuals who are exempt from Selective Service Registration.) If applicant is subject to the registration provision and has not registered, he is ineligible for JTPA and the application process must be stopped here. Complete items 42 (5), 43, and 44.

29 **LABOR FORCE STATUS** —

1 Check **Employed** if the applicant is (a) An individual who, during the 7 consecutive days prior to application to a JTPA program, did any work at all: (1) as a paid employee; (2) in his or her own business, profession or farm; or (3) worked 15 hours or more as an unpaid worker in an enterprise operated by a member of the family; or (b) an individual who was not working but has a job or business from which he or she was temporarily absent because of illness, bad weather, vacation, labor-management dispute, or personal reasons, whether or not paid by the employer for time off, and whether or not seeking another job. (This term includes members of the Armed Forces on active duty who have not been discharged or separated, participants in registered apprenticeship programs, and self-employed individuals.)

2 Check **Unemployed** if the applicant is an individual who did not work during the 7 consecutive days prior to application for a JTPA program, who made specific efforts to find a job within the past 4 weeks prior to application, and who was available for work during the 7 consecutive days prior to application (except for temporary illness). Source: DOL/BLS

3 Check **Not in Labor Force** if applicant is a civilian 14 years of age or over who is not classified as employed or unemployed. (This term includes persons who never worked at a full-time job lasting 2 weeks or longer and "discouraged workers" who have been unemployed for a substantial length of time (greater than 26 weeks) and are no longer actively seeking employment.)

30 **CHECK ALL THE CATEGORIES UNDER WHICH THE APPLICANT IS ELIGIBLE FOR TITLE III.** Check as many categories as are applicable to document eligibility for Title III.

1 Has been terminated or laid-off or has received a notice of termination or lay-off from employment, is eligible for or has exhausted his/her entitlement to unemployment compensation, and is unlikely to return to his/her previous industry or occupation.

2 Has been terminated, or has received a notice of termination of employment, as a result of any permanent closure of a plant or facility.

3 Is long-term unemployed and has limited opportunities for employment or re-employment in the same or a similar occupation in the area in which the individual resides, including any older individual who may have substantial barriers to employment by reason of age.

4 Were self-employed (including farmers) and are unemployed as a result of general economic conditions in the community in which they reside or because of natural disasters.

32 **LAST JOB DOT CODE** — Nine digit code as provided in the **Dictionary of Occupational Titles** must be recorded.

36 **UNEMPLOYMENT COMPENSATION STATUS** — Record the applicant's U. C. Status in one of the following categories.

1 **Eligible Claimant.** Record whether the applicant has filed a claim and has been determined monetarily eligible for or is receiving benefit payments under one or more State or Federal unemployment compensation program, and who has not exhausted benefit rights or whose benefit year has not ended.

2 **U. C. Exhaustee.** Record whether the applicant has exhausted his/her U. C. benefit rights (not including Federal Supplemental Additional or Extended Benefits) for which the applicant has been determined monetarily eligible.

3 **Neither.** Record here an applicant who is not classified as an eligible claimant or a U. C. exhaustee.

37 **8 BARRIERS TO EMPLOYMENT** — If #8 is checked, provisions must be outlined in the approved Job Training Plan. Additional Barriers to Employment are identified in the following items:

#10 Age 55 or over
#14 Single Head of Household with dependent child(ren) under 18 years of age
#38 School dropout
#39 Veteran

43B In case of an applicant under 18 years of age (except minors who are heads of household, married, or providing more than 50% of their own support without regard to emancipation under state law), the signature of a parent, guardian, or other responsible adult is required.

45 **SOURCE NUMBER** — Record the eight digit number which identifies the agency responsible for completing the application. The source number consists of the SDA ID number, contractor ID number, and/or the Subcontractor or Project ID.

COUNTY CODES

001	Alamance	021	Chowan	041	Guilford	061	Mitchell	081	Rutherford
002	Alexander	022	Clay	042	Halifax	062	Montgomery	082	Sampson
003	Alleghany	023	Cleveland	043	Harnett	063	Moore	083	Scotland
004	Anson	024	Columbus	044	Haywood	064	Nash	084	Stanly
005	Ashe	025	Craven	045	Henderson	065	New Hanover	085	Stokes
006	Avery	026	Cumberland	046	Hertford	066	Northampton	086	Surry
007	Beaufort	027	Currituck	047	Hoke	067	Onslow	087	Swain
008	Bertie	028	Dare	048	Hyde	068	Orange	088	Transylvania
009	Bladen	029	Davidson	049	Iredell	069	Pamlico	089	Tyrrell
010	Brunswick	030	Davie	050	Jackson	070	Pasquotank	090	Union
011	Buncombe	031	Duplin	051	Johnston	071	Pender	091	Vance
012	Burke	032	Durham	052	Jones	072	Perquimans	092	Wake
013	Cabarrus	033	Edgecombe	053	Lee	073	Person	093	Warren
014	Caldwell	034	Forsyth	054	Lenoir	074	Pitt	094	Washington
015	Camden	035	Franklin	055	Lincoln	075	Polk	095	Watauga
016	Carteret	036	Gaston	056	Macon	076	Randolph	096	Wayne
017	Caswell	037	Gates	057	Madison	077	Richmond	097	Wilkes
018	Catawba	038	Graham	058	Martin	078	Robeson	098	Wilson
019	Chatham	039	Granville	059	McDowell	079	Rockingham	099	Yadkin
020	Cherokee	040	Greene	060	Mecklenburg	080	Rowan	100	Yancey

To change an incorrect Social Security Number or report a newly assigned number complete a DET PD-1 change notice. Write the correct or new number in the spaces provided in item 3 and the incorrect number above the spaces provided. Circle the correct or new number. An authorized data entry operator must have both numbers to change a Social Security Number. Record the applicant's name in item #2 and the date of birth in item #9 to facilitate matching the new Social Security Number with the original number.

4. MAILING ADDRESS - The mailing address identifies where the applicant receives mail. Record in 20 characters or less the applicant's mailing address. Post office box and RFD numbers are acceptable.

City - Record, without the use of punctuation, the city through which the applicant receives mail. If the city name is greater than 13 letters, then abbreviate it. (Example: Elizabeth City could be abbreviated Elizabeth Cty).

State - Record the two character abbreviation which identifies the state through which the applicant receives mail. North Carolina is abbreviated as "NC". The other acceptable abbreviations are those for border states which include "GA" (Georgia), "SC" (South Carolina), "TN" (Tennessee), and "VA" (Virginia), provided the applicant resides in North Carolina.

Zip Code - If the nine-digit zip code is known, complete all spaces in this item. If only the five-digit zip code is known, place five digits in the first five spaces and draw a line through the last four spaces of this item.

5. RESIDENCE (Location) - Record the actual location of the applicant's principal dwelling. The information must be descriptive enough to allow someone to physically locate the residence.

RESIDENCE/CITY/STATE - Record the street name and number, apartment name and number or other information to clearly indicate where the applicant lives. Record the city without the use of punctuation. If the residence address and mailing address are exactly the same, "SAME AS ITEM 4" may be entered for this item. If the mailing address in item 4 is not a North Carolina address, the residence location must be completed. Post office box numbers are not acceptable responses for this item. Provide the state or county road number, a community name, nearby crossroads, or other pertinent information.

An applicant's inability to provide residence information may indicate a homeless condition. Should this situation occur, particular attention must be given to the correct completion of item 37.7 (Homeless) indicating a barrier to employment. If the applicant is homeless, write "HOMELESS" in the first line under RESIDENCE and fill in the city and state. If the homeless applicant resides in a shelter, the address of the shelter may be used in this item.

6. COUNTY OF RESIDENCE - Enter the name of the county in which the applicant lives. Refer to the back of the PD-1 (Application) form, bottom of the page, and find the county where the applicant lives. Note the three-digit code which identifies that county and enter it in the spaces provided on the front of the form for "County Code." County of residence must be within the Service Delivery Area providing the services, except as approved in the Job Training Plan.

7. APPLICANT'S TELEPHONE NUMBER - Record the applicant's residence telephone number, including the area code. If the applicant does not have a home telephone number, draw a line through this item.

8. ALTERNATE TELEPHONE NUMBER - Record the telephone number, including area code, where the applicant can be reached or where a message may be left. This telephone number should be one which is not likely to change. Make every effort to obtain this telephone number.

9. DATE OF BIRTH - Record the applicant's date of birth. For example: August 16, 1954, is recorded "08/16/54". Use all six spaces.

10. AGE - Record the applicant's age on the date of application. The age is the difference between the DATE OF APPLICATION (Item #1) and the DATE OF BIRTH (Item #9). (Applicants who are 14 or 15 years old are only eligible to receive services under the Pre-employment Skills Training Activity, type/sub-type "H-18" when funded under Title II-A. Applicants 14 and 15 years old may be eligible for programs conducted under Title II-B (SYETP) as authorized in the Job Training Plan.)

APPLICANTS LESS THAN 14 YEARS OF AGE ARE NOT ELIGIBLE FOR JTPA SERVICES.

11. SEX - If the applicant's sex is male, check "M" (male); if the applicant's sex is female, check "F" (female).

12. CITIZENSHIP STATUS - Record whether the applicant is a citizen or an eligible noncitizen whose status permits employment in the United States. Requirements for eligible noncitizens are as follows: nationals of the United States, lawfully admitted permanent resident aliens, lawfully admitted refugees and parolees, and other individuals authorized by the Attorney General to work in the United States. Immigration and Naturalization Service (INS) documents which identify the eligible noncitizen individuals are: Certificate of Naturalization (INS forms N-550 or N-570), unexpired foreign passport with attached Employment Authorization, an Alien Registration Card with photograph (INS forms I-151 or I-551), Arrival-Departure Record (INS form I-94), Temporary Resident Card (INS form I-688), or an unexpired INS Employment Authorization form (INS form I-688-A).

If the applicant indicates that he/she is neither a citizen nor an eligible noncitizen, the applicant is ineligible for JTPA. The application process may be stopped here. The intake officer need only complete items 42(5), 43 and 44 and place the PD-1 on file for one year. Do not send these forms to be entered in the autorated system.

(Revised 12/87)

13. SELECTIVE SERVICE REGISTRATION - This item indicates whether or not the applicant is subject to the registration provision (Section 3) of the Military Selective Service Act. It is a factor in determining the eligibility of male applicants.

For male individuals who reach 18 while enrolled in JTPA, it is the project operator's responsibility to verify compliance with the registration requirement. Individuals may register as much as 120 days before their 18th birthday, but must register within 30 days after their 18th birthday.

(1) Male born after 12/31/59, age 18 through 25 - Check "Y" (Yes) if the applicant meets all three of the following:

a. Male, AND
b. Born after December 31, 1959, AND
c. Age 18 to 25

Check "N" (No) if the applicant does not meet all three criteria.

(2) Has Registered - Check "Y" (Yes) if the applicant has registered with the Selective Service System. If the answer to 13(1) is "Y", then the applicant is subject to the registration provision unless exempted. For males born before January, 1960, the provision does not apply.

The following individuals are exempt from Selective Service registration. For these applicants, check "E" (Exempt) for 13(2).

a. Legal, nonimmigrant aliens. (These individuals will have a white card entitled "I-94 Arrival/Departure Record" clipped inside the visa. The card gives the arrival date into the U. S. A. and a departure date by which they must exit the U. S. A. Students will have an I-94 which will be stamped "D/S".)

b. Males over the age of 25, BORN BEFORE 01/01/60

c. Cadets and midshipmen at the service academies

d. Men hospitalized, confined in a correctional institution, or institutionalized (must register within 30 days of release)

e. Men on active duty in the Armed Forces

f. Military Officer Procurement Program students at the Citadel, North Georgia College, Norwich University, and the Virginia Military Institute

g. Females

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For females, record 13(1) as "N" (No) and 13(2) as "E" (Exempt).

If a male applicant reached the age of 26 on or after January 1, 1986, the applicant has been subject to the registration provision. There exists the possibility that an applicant may answer "N" (No) to 13(1) and "N" (No) to 13(2) and still be in violation of Section 3 of the Military Selective Service Act. In other words, the applicant may be over 25 at the time of application and may not have registered when he was supposed to have done so before reaching the age of 26. A male with a birth date of January 1, 1960, or after, who is over 25 must be asked if he registered, and he is subject to the same verification process as males currently between 18 and 25.

VERIFICATION - Verification of registration for applicants who are or have been subject to the registration provision is required. Individuals must present proof of registration, normally the letter from Selective Service acknowledging registration, or the following verification procedure can be used for individuals who indicate that they have registered but cannot provide proof. Telephone (toll-free) the Registration Information Office in North Suburban, Illinois at 1-800-621-5388 for verification, record the registration number provided, and retain in the participant's file. The Registration Information Office will accept up to five verification requests by phone. If more than five are needed, write the Office at the following address, giving the applicant's full name, Social Security number, date of birth, address and approximate date of registration.

Selective Service System
Registration Information Office
Post Office Box 4638
North Suburban, Illinois 60198

Applicants 18 to 25 years of age who have not registered must not be declared ineligible for JTPA if they are willing to register; the project operator should assist such individuals in registering and instruct them to present the acknowledgement letter to the intake officer upon receipt for verification purposes. If a project staff person witnesses an individual's registration, that individual, if otherwise eligible, may be enrolled in JTPA prior to the receipt of the acknowledgement letter. Registration must be officially verified, however, within sixty days of the application date on the PD-1 Application. Such verification must be in the form of an acknowledgement letter or must be obtained by writing or calling their Registration Information Office as previously described.

Any male over 25 who did not register while he was subject to the registration provision is not eligible for JTPA unless: (1) he was exempt from registration, OR
(2) he has a visible or obvious handicap that would permanently disqualify him from military service, OR
(3) he has an honorable discharge from the U. S. Military Services

Unless the individual meets one of the three criteria, information must be submitted to the Selective Service Office for their determination of whether the individual knowingly and willfully failed to register. The procedure for requesting such a determination was transmitted to Service Delivery Areas in SDA Issuance #87-6, dated May 11, 1987.

14. SINGLE HEAD OF HOUSEHOLD - Check "Y" (Yes) if the applicant is a single, abandoned, separated, divorced or widowed individual who has responsibility for one or more dependent children under the age of 18. Otherwise, check "N" (No). A dependent child is any individual under the age of 18 for whom the head of household (majority earner) provided more than 50% of that individual's support during the eligibility determination period.

NUMBER OF DEPENDENTS UNDER 18 YEARS OF AGE - If the response above is "Y" (Yes), record the applicant's number of dependents under 18 years of age.

If the response is "N" (No), record "00" (zero, zero).

15. NUMBER IN FAMILY - BEFORE COMPLETING THIS ITEM, READ ALL INFORMATION PROVIDED IN THIS SECTION AND COMPLETE ITEMS 22 THROUGH 27 AND ITEM 37.5, then record the number of persons in the applicant's family, including the applicant. Family is defined as any of the following.

(1) The majority earner and spouse, plus all dependents. A dependent is any person for whom the majority earner provided more than 50% of that individual's support during the eligibility determination period.

(2) In the case of a public assistance recipient (AFDC, SSI, General Assistance, Refugee Assistance, and Foster Child Assistance) or food stamp recipient, the total number of persons who are members of the assistance unit or food stamp household, according to the agency providing the payments.

If the applicant is listed as a member of a public assistance unit or food stamp household, the number in the applicant's family will be the number of persons included in the assistance unit or food stamp household. This number may or may not be the same as the number of persons living in the house. If the applicant is not included in the assistance unit or food stamp

household, the applicant is not considered by JTPA to be a member of a public assistance or food stamp household.

(3) A person confined in a correctional institution shall be considered a family of one.

(4) A handicapped individual may be considered a family of one.

(5) Any individual 14 years of age or older, who provided more than 50% of his/her own support during the eligibility determination period may be considered a family of one without regard to whether the individual is emancipated under State law.

(6) An individual at least 55 years of age who received more than 50% of his/her support from his/her child or children may be considered a family of one.

17. RACE/ETHNIC GROUP - Check one designation of the applicant's race/ethnic group from among the categories below. For purposes of recording this item, select the category which most closely reflects the applicant's recognition in his/her community.

1. White (not Hispanic)

2. Black (not Hispanic)

3. Hispanic

4. American Indian or Alaska Native

5. Asian or Pacific Islander

18. FAMILY INCOME - Record the applicant's family income for the 26 weeks preceding the Date of Application (#1); this 26-week period shall end with and include the last full calendar week (Sunday to Saturday) prior to the application date.

When figuring family income, DO NOT COUNT:

a. Black lung payments received under the Benefits Reform Act of 1977

b. Capital gains and losses

c. Child support payments

d. Educational assistance and compensation payments to veterans and other eligible persons under Title 38 of the United States Code;

Chapter 11 - Compensation for Service-Connected Disability or Death

Chapter 13 - Dependent Indemnity Compensation for Service-Connected Death

Chapter 31 - Vocational Rehabilitation

Chapter 34 - Veterans' Education Assistance

Chapter 35 - War Orphans' and Widows' Educational Assistance

Chapter 36 - Administration of Education Benefits

e. Employment and training program payments made to participants from federal funds, including:

(1) Payments made by JTPA programs, except on-the-job training (OJT)

(2) Payments made by programs funded by Title V of the Older Americans Act, and

(3) WIN (Work Incentive) Program incentive payments and training allowances

f. Food Stamps, compensation received in the form of food or housing, and other noncash income

g. Foster Care and State Foster Home payments

h. Income of a dependent child participating in a Job Corps Program

i. Inmate work release wages

j. The following one-time unearned income:

(1) payments received for a limited fixed term under income maintenance programs and supplemental (private) unemployment benefit plans

(2) One-time or fixed-term scholarship and fellowship grants

(3) Accident, health and casualty insurance proceeds

(4) Disability and death payments, including fixed-term (but not lifetime) life insurance annuities and death benefits

(5) Workers' compensation awards

(6) Terminal leave awards

(7) Soil bank payments

(8) Agricultural crop stabilization payments

k. Pay or allowances previously received by a veteran while serving active duty in the United States Armed Forces. Also do not count payments received for participation in National Guard or military, naval, or air force reserve activities or VISTA stipends

l. Payments received under the Trade Act of 1974, as amended

m. Rental value of owner-occupied property

n. Social Security payments received pursuant to a State plan approved under Titles I, II, IV (AFDC), X, or XVI (SSI) of the Social Security Act

o. Unemployment benefits, whether State, federal or local

p. Assistance received through the Refugee Assistance Act of 1980

q. Assistance received through county departments of social services as general assistance payments

Family size shall be the maximum number of family members during the eligibility determination period. When computing family income, income of a spouse and/or other family members shall be counted for the portion of the eligibility determination period that the person was actually a part of the family unit.

19. ECONOMIC STATUS - One of the three categories shown must be checked after the status has been determined. The information from items #6 (County of Residence), #15 (Number in Family), and #18 (Family Income) of the PD-1 (Application) is needed to determine economic status. Also needed is the current "JTPA Economically Disadvantaged Income Levels" chart.

The "Income Levels" chart shows the maximum income the applicant's family can have for the six-month (26-week) eligibility determination period and the applicant still be eligible for JTPA. Income, however, is not the only basis for eligibility determination, and the applicant may qualify for, or be disqualified for, JTPA participation in some other way. The maximum incomes are shown by family size and are separated into two categories --- "metropolitan" (metro) and "non-metropolitan" (non-metro). The federal government classifies certain North Carolina counties as "metro" because it costs a family significantly more to live there than the average cost of living in the State. The "metro" counties are listed near the bottom of the chart. Any county not listed is "non-metro."

Item #6 on the PD-1 indicates the county in which the applicant lives. If that county is one of those listed on the income chart as "metro", the numbers to the right of "metro" on the chart will be

Use this chart to determine economic status on PD-1 forms with an application date after August 25, 1987.

JTPA ECONOMICALLY DISADVANTAGED INCOME LEVELS

CHART REFLECTS 6 MONTHS (26 WEEKS) INCOME

	FAMILY SIZE								
	1	2	3	4	5	6	7	8	For Each Additional Member Add
Metro	2,750**	3,700**	4,890*	6,040*	7,125*	8,335*	9,545*	10,755*	1,210*
Non-Metro	2,750**	3,700**	4,650**	5,685*	6,710*	7,845*	8,980*	10,115*	1,135*

*Figure represents 70% of the Lower Living Standard Income Level for the family size.

**Figure represents the poverty level income for the family size.

METROPOLITAN COUNTIES

Alamance
Alexander County
Buncombe County
Burke County
Cabarrus County
Caldwell County
Catawaba County
Cumberland County
Davidson County
David County
Durham County
Franklin County
Forsyth County
Gaston County
Guilford County
Iredell County
Johnston County
Lincoln County
Mecklenburg County
New Hanover County
Onslow County
Orange County
Randolph County
Rowan County
Stanly County
Stokes County
Surry County
Union County
Wake County
Yadkin County

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used to determine economic status. Find the applicant's family size (PD-1 item #15), which is represented by the numbers 1 through 8 above the income figures on the chart. Read the dollar amount below the family size from the line of "metro" figures. This amount is the maximum income the applicant's family can have during the six-month eligibility determination period and the applicant still be eligible for JTPA, based on income. If the amount from PD-1 item #18 (Family Income) is the same as or less than the maximum allowable income figure given for the applicant's family size, the applicant is eligible for JTPA participation to the extent that income is a factor. Again, any of several other criteria could disqualify the applicant.

The maximum allowable income which was located on the "metro" line of figures below the applicant's family size will have either one or two asterisks beside it. If one asterisk appears beside the income figure, that figure was taken from the federal government's chart giving income levels which do not exceed 70% of the "Lower Living Standard Income Level" (70% LLSIL). Check "2" (70% LLSIL) if the income figure has one asterisk beside it. Two asterisks beside the figure mean the figure was taken from the chart of poverty level incomes issued by the federal government. Check "1" (Poverty Level) if the income figure has two asterisks beside it. Figures given for each family size represent the higher of the 70% LLSIL figure or the poverty level figure.

If the applicant's family income (PD-1 item #18) is higher than the maximum allowable figure from the income chart, the applicant is not eligible for JTPA based on income alone. Check "3" (Neither) because family income exceeds both the poverty level and 70% LLSIL maximums.

22. AFDC? - Check "Y" (Yes) only if the applicant is a member of an assistance unit (according to the agency providing the payments) receiving income or money payments pursuant to a State plan approved under the Social Security Act, Title IV (Aid to Families With Dependent Children). Otherwise, check "N" (No). If "Y" (Yes) is checked, record the grant amount per month and the AFDC case number. Since the length of county case numbers varies across the State, use the eight-digit State AFDC case number when obtainable. If the county case number has less than eight digits, record only the digits given to you by the county Department of Social Services.

23. SSI? (APPLICANT ONLY) - Check "Y" (Yes) if the applicant is receiving any cash supplemental income or money payments pursuant to a State plan approved under the Social Security Act, Title XVI (Supplemental Assistance Income for the Aged, Blind, and Disabled). Otherwise, check "N" (No). If "Y" (Yes) is checked, record the grant amount per month.

24. GENERAL ASSISTANCE? - Check "Y" (Yes) if the applicant is a member of an assistance unit (according to the agency providing the payments) receiving any cash general assistance payments.

Otherwise, check "N" (No). If "Y" (Yes) is checked, record the grant amount per month.

North Carolina General Assistance available from county Departments of Social Services, is the term applied to public financial assistance granted to needy people who did not meet the eligibility requirements for other types of public assistance. "General Assistance" is for emergency assistance either for those who do not qualify for public assistance or who are awaiting receipt of public assistance. It is usually short term and provides basic needs (food, clothing, and shelter). For JTPA purposes, only cash payments are recorded in the grant amount per month.

25. REFUGEE ASSISTANCE? - Check "Y" (Yes) if the applicant is a member of an assistance unit (according to the agency providing the payments) receiving income or money payments under the Refugee Assistance Act of 1980. Otherwise, check "N" (No). If "Y" (Yes) is checked, record the grant amount per month and the case number. U.S. citizens are not eligible to receive payments under the Refugee Assistance Act.

26. FOOD STAMP RECIPIENT? - Check "Y" (Yes) if the applicant is a member of a food stamp household (according to the agency providing the food stamps) receiving food stamps pursuant to the Food Stamp Act of 1977. Otherwise, check "N" (No).

27. APPLICANT IS FOSTER CHILD? - Check "Y" (Yes) if the applicant is an individual on whose behalf state or local government (foster care) payments are made. Otherwise, check "N" (No).

28. APPLICANT IS ECONOMICALLY DISADVANTAGED? - Check "Y" (Yes) only if:

1) The response to item #19 is "1" or "2" OR

2) The response to ANY item #22 through #27 is "Y" (Yes). Otherwise, check "N" (No) indicating that the applicant is not economically disadvantaged.

29. LABOR FORCE STATUS - Check one of the following categories to identify the applicant's status.

1. EMPLOYED - An individual who, during the seven (7) consecutive days prior to date of application to a JTPA program:

did any work at all as a paid employee, OR

did any work at all in his or her own business, profession, or farm, OR

worked fifteen (15) or more hours as an unpaid worker in an enterprise operated by a family member, OR

was not working, but has a job or business from which he or she was temporarily absent because of illness, bad weather, vacation, labor management dispute, or personal reasons, whether or

not paid by the employer for time off, and whether or not seeking another job (This term includes members of the Armed Forces on active duty, who have not been discharged or separated; participants in registered apprenticeship programs; and self-employed individuals.)

2. UNEMPLOYED - An individual who did not work during the seven (7) consecutive days prior to the date of application for a JTPA program, who made specific efforts to find a job within the last four (4) weeks prior to the date of application, and who was available for work during the seven (7) consecutive days prior to the date of application except for temporary illness.

3. NOT IN LABOR FORCE - An applicant who is not classified as employed or unemployed.

When an applicant is both a student, by virtue of definition of student, and employed, by virtue of the definition of employed, check "1" (Employed) for this item and indicate student status by checking either "2" (Student) or "4" (High School Graduate or GED with further schooling) in item Number #38 (SCHOOL STATUS).

LAST DATE EMPLOYED - Record the actual ending date or closest estimation (month, day, year) of the date of last employment. If the applicant is currently employed or has never been employed, enter zeros. If the applicant has been employed during the last seven (7) days but is not employed on the date of application, the Labor Force Status will still be "1" (Employed) and the response (month, day, year) in Last Day Employed should indicate that the employment ended within the preceding seven (7) days. If the applicant was not in the Labor Force during the preceding twenty-six (26) weeks but has some prior employment, enter the closest estimation (month, day, year) of the date of last employment.

30. CHECK ALL CATEGORIES UNDER WHICH THE APPLICANT IS ELIGIBLE FOR TITLE III - Check as many categories as are applicable to document eligibility for Title III (Dislocated Worker). The category numbers in this item correspond with the following definitions of Dislocated Worker:

1. Has been terminated or laid off or who has received a notice of termination or lay-off from employment, is eligible for or has exhausted his/her entitlement to unemployment compensation, and is unlikely to return to his/her previous industry or occupation; or

2. Has been terminated, or has received a notice of termination of employment, as a result of any permanent closure of a plant or facility; or

3. Is long-term unemployed and has limited opportunities for employment or reemployment in the same or similar occupation in the area in which the individual resides, including any older

individual who may have substantial barriers to employment by reason of age; or

4. Were self-employed (including farmers) and are unemployed as a result of general economic conditions in the community in which they reside or because of natural disasters.

5. Not eligible for Title III.

If any item 1 through 4 is checked, please contact the Employment Security Commission for a positive determination of Title III eligibility.

31. NUMBER WEEKS UNEMPLOYED DURING PAST 26 WEEKS - Record the number of weeks the applicant was without a job AND was available for work and was seeking work during the 26 weeks preceding the date of application.

32. LAST JOB DOT CODE - Using the Dictionary of Occupational Titles (DOT), record the nine-digit code which identifies the last job the applicant held, including the present job if the applicant is employed. This code and the information in items 33, 34, and 35 (if applicable) must be provided regardless of whether the job was full-time or part-time, permanent or temporary, subsidized (such as the JTPA Summer Youth Employment and Training Program) or unsubsidized. If the applicant's LABOR FORCE STATUS (#29) is "1" (Employed) or if Last Day Employed (#29) is completed, a DOT code must be entered.

33. HOURLY WAGE ON LAST JOB HELD IN PREVIOUS 13 WEEKS - Enter the amount of the applicant's hourly wage on the last job he/she worked during the 13 weeks preceding the date of application. If the applicant is employed, enter the present hourly wage. If the applicant has not worked during the 13-week period, enter zeros. When the Last Date Employed (#29) is within 13 weeks of the DATE OF APPLICATION (#1) or when Labor Force Status (#29) is checked "1" (Employed), a wage must be entered.

34. AVERAGE HOURS WORKED PER WEEK IN LAST JOB HELD IN PREVIOUS 13 WEEKS

Step (1): Add the total number of hours worked in the last job held during the 13 weeks immediately preceding the DATE OF APPLICATION.

Step (2): Count the number of weeks during which the applicant worked any of the total hours. (This number will be entered in item #35). Divide the total hours from step 1 by the weeks counted in step 2.

The result is the average number of hours the applicant worked per week in the last job held during the 13 weeks prior to application. If the Last Date Employed (#29) is within 13 weeks of the DATE OF APPLICATION (#1) or if LABOR FORCE STATUS (#29) is checked "1" (Employed), an average number of hours worked must be entered. If the applicant has not worked in the last 13 weeks, enter zeros.

(B) public assistance on account of dependents in the home and no longer receives such support.

* A full-time homemaker is an individual who has only worked in the home providing unpaid services for family members.

5. Handicapped Individual - Check "Y" (Yes) if the applicant has a physical or mental disability which, for this individual, constitutes or results in a substantial barrier to employment. The person certifying an applicant as handicapped must possess the requisite qualifications and credentials for making such a determination.

6. Low achiever/potential dropout - Check "Y" (Yes) if the applicant:

a) is age 14-21 AND;

b) has not attained either a secondary diploma, or equivalent or certificate of completion AND;

c) is enrolled and attending school at the time of application AND;

d) is identified by the local school administrative unit as:

i) having poor attendance patterns and;

ii) having below average grades and;

iii) seriously considering leaving school prior to attaining a secondary diploma or equivalent or a certificate of completion.

The person certifying the applicant as a low achiever/potential dropout must possess the requisite qualifications and credentials for making such a determination.

7. Homeless - Check this item "Y" (Yes) if the applicant does not have a principal dwelling. If this item is checked "Y" (Yes) then the applicant must have claimed in item #5 to have no residence.

8. Other - Check this item "Y" (Yes) if the applicant experiences barriers not indicated elsewhere on this form. "Other" barriers must be clearly identified in the approved Job Training Plan. Specify this "Other" barrier in the space provided.

Included in this group is the pregnant teenager. Record this barrier as "PREG-TEEN" if the applicant:

a) is pregnant AND;

35. TOTAL WEEKS WORKED IN LAST JOB HELD IN PREVIOUS 13 WEEKS - Enter the total number of weeks the applicant worked in the last job (including present job, if applicable) he/she held during the 13 weeks prior to the Date of Application. This number is the same as the total weeks determined in step 2 of #34 above. If the Last Date Employed (#29) is within 13 weeks of the DATE OF APPLICATION (#1) or if LABOR FORCE STATUS (#29) is checked "1" (Employed), the number of weeks must be entered. If the applicant has not worked during the 13-week period, enter zeros.

36. UNEMPLOYMENT COMPENSATION STATUS - Record the applicant's U. C. Status in one of the following categories:

1. Eligible Claimant - Check "1" if the applicant has filed a claim and has been determined monetarily and non-monetarily eligible for or is receiving benefit payments under one or more State or Federal unemployment compensation program, and has not exhausted benefit rights or the benefit year has not ended.

2. U. C. Exhaustee - Check "1" if the applicant has exhausted U. C. benefit rights (not including Federal Supplemental, Additional, or Extended Benefits) for which the applicant has been determined monetarily and non-monetarily eligible.

3. Neither - Check "1" if the applicant is not classified as an eligible claimant or a U. C. exhaustee.

37. BARRIERS TO EMPLOYMENT - Check "Y" (Yes) for as many of the following categories as describe the applicant.

1. Limited English Speaking Individual - Check "Y" (Yes) if the applicant's native language is not English and he/she is unable to effectively communicate in English.

2. Teenage Parent - Check "Y" (Yes) if the applicant is a parent under 20 years of age.

3. Offender - Check "Y" (Yes) if the applicant is or has been subject to any stage of the criminal justice process, for whom services under this Act may be beneficial or who requires assistance in overcoming artificial barriers to employment resulting from a record of arrest or conviction.

4. Displaced Homemaker - Check "Y" (Yes) if the applicant was a full-time homemaker* for a substantial number (two or more) of years and derived the substantial share (more than fifty percent) of his or her support from either:

(A) a spouse and no longer receives such support due to the death, divorce, permanent disability of the spouse, or permanent separation from the spouse; OR

b) is between the ages of 14 and 19 inclusive, at the time of application and enrollment AND;

c) has encountered a barrier to employment from such circumstances.

38. SCHOOL STATUS - Check the school status that best describes the applicant's level of education.

1. SCHOOL DROPOUT - An individual who is not attending any school and is not subject to a compulsory attendance law (including an individual who is expelled and is not subject to the compulsory attendance law), and who has not received a secondary school diploma, a certificate of completion, or a General Equivalency Diploma (GED). A vocational or technical course attendee who does not have a secondary school diploma, a certificate of completion, or a GED is considered a dropout.

*A CERTIFICATE OF COMPLETION RECIPIENT is an individual who has completed the required courses for high school graduation but has not passed the North Carolina Competency Test.

2. STUDENT (HIGH SCHOOL OR LESS) - An individual who is enrolled in an elementary or secondary school (including elementary, junior and senior high or equivalent) or is between school terms and intends to return to school at the beginning of the next term. An individual who is suspended from school is a student. Also, an individual who is subject to the compulsory attendance law and is expelled from school is a student.

3. HIGH SCHOOL GRADUATE/GED, NO FURTHER SCHOOLING - An individual who has received a high school diploma, a certificate of completion, or a GED, but has not attended any post secondary vocational, technical, or academic school.

4. HIGH SCHOOL GRADUATE/GED WITH FURTHER SCHOOLING An individual who has received a high school diploma, a certificate of completion or GED AND is attending or has attended a post secondary vocational, technical, or academic school.

39. VETERAN - Check "Y" (Yes) if the applicant served in the active military, navy, or air service, and who was discharged or released under conditions other than dishonorable. "Active" means full-time duty in the armed forces, other than duty for training in the reserves or national guard. Any period of duty for training in the reserves or national guard including authorized travel, during which an individual was disabled from a disease or injury aggravated in the line of duty, is considered "active" duty. Otherwise, check "N" (No).

40. HIGHEST GRADE COMPLETED - Record the highest grade completed by the applicant. (Example: If currently enrolled in the eleventh grade, "10" would be entered.)

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If item #38 (School Status) is checked "1" (Dropout) or "2" (Student), then record 11 or less in this item.

If item #38 (School Status) is checked "3" (HS/GED, no further schooling), then record 11 or 12 in this item.

If item #38 (School Status) is checked "4" (HS Grad/GED with further schooling), record at least eleven. This further schooling must be or have been at a college, university or trade school.

41. PRIOR JTPA PARTICIPATION - Unlike other items on the PD-1 this item is not meant to collect information previously unknown; prior participation can be established via the automated JTPA data base assuming that the previous PD forms have been submitted. Item #41 should be collected by asking the applicant if he/she is currently receiving services or assistance such as counseling, on the job training, or instruction. Applicants may have already applied for and be receiving JTPA funded services without knowing that JTPA is the source.

    Requesting the information in item #41 without mentioning "JTPA" specifically may reveal that the applicant is already receiving services, making it unnecessary to complete a new PD-1. You may wish to complete this item earlier in the application process. If the applicant has received prior JTPA services but is no longer associated with JTPA, record "Y" (Yes). If the applicant is currently receiving JTPA funded services do not complete a new PD-1. If the applicant has not received services funded by JTPA, record "N" (No).

42. DETERMINED ELIGIBLE FOR PROGRAMS BELOW - Check all items for which the applicant has been determined eligible. If the applicant is not eligible for any JTPA services, check "5" (Ineligible for JTPA). Any of the following reasons make an applicant ineligible for all JTPA services.

    1. Not a citizen or not an eligible noncitizen OR
    2. Under 14 years of age OR
    3. Not a resident of N. C. OR
    4. Has not complied with Selective Service provisions.

43. A. APPLICANT'S SIGNATURE - Have the applicant sign the form certifying that he/she understands the provisions attested to by the signature.

    B. PARENT'S SIGNATURE - In the case of an applicant under 18 years of age (except minors who are heads of household, married, or providing more than 50% of their own support without regard to emancipation under state law), the signature of a parent, guardian, or other responsible adult is required.

    DATE - Record the date the application is signed by the applicant and, if appropriate, the parent.

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44. INTAKE OFFICER'S SIGNATURE - The intake officer will sign the form certifying that he/she understands the provisions attested to by the signature.

    DATE - This date will be on or after the date the application was signed by the applicant and, if appropriate, the parent.

45. SOURCE NUMBER - Record the number that identifies the agency which completed the application. This number consists of the Service Delivery Area's identification number, the contractor's identification number, and the subcontractor's identification number or the project identifier. Use all eight spaces.

CHANGES TO PD-1 FORMS

Changes to the PD forms are allowed provided that the initial information collected was incomplete or inaccurate. Changes are initiated by placing a check in the box near the top of the form labeled "Change in previously submitted...data".

PD-1 Change

On the PD-1 form the participant's name and social security number must be shown as they appeared on the previously submitted PD-1; if either of these items are to be changed indicate the incorrect information (previously submitted) above the correct information. Other items to be changed need only have the correct information filled in. An update of any of the following items requires the signature of the applicant, parent (if necessary), and the intake officer:

#1	DATE OF APPLICATION
#6	COUNTY OF RESIDENCE
#9	DATE OF BIRTH
#10	AGE
#12	CITIZENSHIP STATUS
#13	SELECTIVE SERVICE REGISTRATION
#15	NUMBER IN FAMILY
#18	FAMILY INCOME
#22	AFDC
#23	SSI
#24	GENERAL ASSISTANCE
#25	REFUGEE ASSISTANCE
#26	FOOD STAMP RECIPIENT
#27	APPLICANT IS FOSTER CHILD
#30	TITLE III ELIGIBILITY
#37.5	HANDICAPPED

Otherwise, only the intake officer's signature is required to change PD-1 information.

INSTRUCTIONS FOR COMPLETING
DET PD-2
JTPA PROJECT ENROLLMENT NOTICE

1. PARTICIPANT'S NAME

LAST NAME - Record the participant's last name. Names containing suffixes such as Jr., Sr., or III, should be included in the LAST NAME field without punctuation (e.g. JOHNSON SR not JOHNSON, SR.) Characters must be letters, spaces, dashes and/or apostrophes. (e.g. O'HARA).

FIRST NAME - Record the participant's first name. Do not use nicknames.

MIDDLE INITIAL - Record the participant's middle initial if he/she has one. Otherwise, draw a line through this item.

2. SOCIAL SECURITY NUMBER - Record the participant's nine digit Social Security Number. The Social Security Number must be recorded from the PD-1 form.

For applicants who have not been assigned a Social Security Number (SSN) by the Social Security Administration, the application will have been processed leaving item #3 blank. The Management Information System (MIS) will have assigned the applicant a unique system ID Number (SID) in lieu of the SSN. The project operator will have been notified by the SDA of the SID number. This SID number in some cases may be used here as the SSN.

A valid Social Security Number (issued by the Social Security Administration) will be required for persons who will be enrolling in the following activities: any project assigned an activity sub-type coding "03", any project assigned an activity type coding "D" or "B" or "C", projects assigned the activity type/sub-type coding "H-20" or "H-21".

To change an incorrect Social Security Number or report a newly assigned number, complete a DET PD-1 change notice. This change need only be requested on the PD-1. It will be reflected throughout the participant's automated record. All paper files must be manually updated. Write the correct number in the spaces provided in item #3 and the incorrect number above the spaces provided. Circle the correct number. An authorized data entry operator must have both numbers to change a Social Security Number. Record the date of birth in item #9 to facilitate matching the new Social Security Number with the original number.

3. ENROLLMENT NOTICE PROJECT NUMBER - Record the number of the project into which the participant is being enrolled. This number has been

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authorized by the Service Delivery Area or the Division of Employment and Training.

(a) Program Year - Indicates the year's allocation of JTPA money from which the project is funded.

(b) Fund Code - Indicates the type of money within a year's allocation which is being used to fund the project. The first two digits of the fund will always be "35," so this part of the number has been pre-printed in the first two blocks of the fund code. Fund codes related to the enrollment of participants are as follows:

3500 - Title I funds designated as "8%," to be used for State education coordination and grants.

3501 - Title I funds designated as "3%," to be used for older individuals' (at least 55) training programs. In order to be enrolled in a "3501" project, the applicant's age at the time of enrollment must be at least 55, and the applicant must be economically disadvantaged, as indicated by a "yes" response to PD-1 item #28.

3504 - Title II-A funds designated as "78%," to be used to provide services to disadvantaged youth and adults as authorized in the Job Training Plan. In order to be enrolled in a "3504" project, the applicant will normally have to be economically disadvantaged as indicated by a "yes" response to PD-1 item #28. If some provision has been made to allow the enrollment of non-economically disadvantaged individuals with barriers to employment, at least one of the following conditions must be true:

(1) Age must be at least 55 (older individual) at the time of enrollment

(2) Single Head of Household (#14) must be checked "yes" on the applicant's PD-1

(3) Any barrier to employment must be checked "yes" in item #37 on the applicant's PD-1. If #37.8 is checked "yes," then use of the barrier must have been part of an approved Job Training Plan.

(4) School Status (#38) must be checked "1" (School Dropout)

(5) Veteran (#39) on the applicant's PD-1 must be checked "yes"

3505 - Title II-B funds designated for the conduct of the Summer Youth Employment and Training Program. In order to be enrolled in a "3505" project, the applicant's age

DET PD-2
(2/87)

N.C. DEPARTMENT OF NATURAL RESOURCES AND COMMUNITY DEVELOPMENT
DIVISION OF EMPLOYMENT AND TRAINING
JTPA PROJECT ENROLLMENT NOTICE

Use ballpoint pen or type
Items indicated by asterisk (*) are further explained on reverse side

SID #

TYPE OF ACTION. (check one)

☐ ENROLLMENT (complete items 1 - 17)

☐ CHANGE IN PREVIOUSLY SUBMITTED DATA (Complete items 1, 2, 3, and 17. Complete and circle all items to be changed.)

1 PARTICIPANT'S NAME — Last | First | Middle Initial

2 SOCIAL SECURITY NUMBER

3 ENROLLMENT NOTICE PROJECT NUMBER

a Program Year | b Fund Code (3 5) | c SDA ID Number | d Contractor ID Number | e Subcontractor or Project ID | f Region | g Activity Type Code | h Activity Subtype Code

4 ENROLLMENT DATE — MO DAY YEAR

5 *ANTICIPATED COMPLETION DATE — MO DAY YEAR

6 WORK EXPERIENCE WORKSITE (Name)

7 *WORK EXPERIENCE DOT CODE

8 *WORK EXPERIENCE WORKSITE CODE

9 *TRAINING SITE CODE OR TRYOUT EMPLOYMENT SITE CODE

10 TRAINING SITE (Name)

11 *TRAINING DOT CODE

12 *COUNSELOR ASSIGNED Initials

13 TYPE OF PAYMENTS TO PARTICIPANT (IF ANY)

1. ☐ NEEDS-BASED
2. ☐ WAGES
3. ☐ TRYOUT EMPLOYMENT COMPENSATION
4. ☐ NONE

14 RATE OF PAY

per ☐ HOUR ☐ WEEK ☐ MONTH

☐ BI WEEKLY ☐ OTHER (SPECIFY) _____

15 HOURS OF PARTICIPATION PER WEEK (BOTH PAID AND UNPAID)

16 ANTICIPATED STATUS AT PROJECT COMPLETION

1 ☐ Planned Entry into Unsubsidized Employment/Armed Forces/Registered Apprenticeship Program

2 ☐ Will Return to Full-Time School

3 ☐ To Complete Level of Education

4 ☐ Project Completion with Enrollment in Another Employment/Training Project

5 ☐ Will enter Non-Title II Funded Employment Training Program

6 ☐ (Ages 14-15) — Will Complete Program Objectives

7 ☐ Will attain PIC Recognized Youth Employment Competency (YOUTH ONLY)

17 _____ Date _____
Authorizing Signature

80a

must be between 16 and 21, inclusive, at the time of enrollment, or between 14 and 21, inclusive, at the time of enrollment if authorized in the Job Training Plan. The applicant must also be economically disadvantaged as indicated by a "yes" response to PD-1 item #28.

3506 or 3507 - Title III funds (formula and discretionary) designated for the conduct of "Dislocated Worker" projects. In order to be enrolled in a "3506" or "3507" project, the applicant's Title III category (#30) on the PD-1 must have at least one of items 1 through 4 checked.

(c) SDA ID Number - A number assigned by DET so that each SDA can be identified numerically.

(d) Contractor ID Number - A number assigned so that each contractor can be identified numerically.

(e) Subcontractor or Project ID - A number assigned by the funding agent which numerically identifies a subcontractor or is used to individually identify otherwise identical projects.

(f) Region - A letter (A - R) identifying the planning region in which a project is located. Statewide projects are coded "S," while projects serving multiple, but not all, regions are coded "T."

(g) Activity Type Code - A letter (A - H) which represents the general category of training or services. If the activity type code is "H" (Exemplary Youth Programs) the applicant's age must not exceed 21 at the time of enrollment.

(h) Activity Subtype Code - A number (01, 12, etc.) which represents the specific category of training or services.

Participation in any project with an Activity Subtype of "03" (Limited Work Experience) makes the individual ineligible to participate in any other JTPA work experience project. Work experience projects are those with the Activity Type/Subtype "A-03", "D-00", "D-28", "F-03", "H-03", "H-20", "H-21", and "H-22".

If the Activity Subtype is "03" (Limited Work Experience), the participant must already be enrolled in a project having an Activity Type which is the same as the Activity Type of the "03" project. The activity subtype of the existing project cannot be "03".

If the Activity Subtype is "16" (Services to Completers), then a termination must already exist in the computer. The termination status in item #5 on the PD-4 must be "01" (Entered Unsubsidized Employment) or "03" (Entered Registered Apprenticeship Program). The enrollment date in item #4 of the PD-2 must be within six

calendar months after the date of termination in item #4 on the PD-4, since services can only be provided during the six-month period immediately following termination.

If the Activity Subtype is "18" (Pre-employment Skills Training) and the Activity Type is "H," the applicant's age may be 14 or 15 if authorized in the Job Training [illegible].

4. ENROLLMENT DATE - Record the date the applicant is enrolled into the project; an enrollment is not complete until a determination of eligibility for this project is made and the appropriate signature is affixed. Consequently, the date of enrollment may be the last item of information placed on the form. July 1, 1987, is recorded "07/01/87". Use all six spaces.

If this is the first enrollment, then the enrollment date must be within 45 days after the application date on the DET PD-1. If more than 45 days have elapsed between application and the first enrollment, a new application must be completed or a PD-1 change notice submitted to reflect the applicant's current eligibility status.

The enrollment date must be on or after the starting date of the project as agreed upon with the SDA.

5. ANTICIPATED COMPLETION DATE - Record the date the participant is expected to complete this project. June 30, 1988, is recorded "06/30/88". Use all six spaces. This date, based upon the goals outlined in the participant's EDP, may or may not be within the current program year.

Certain activities have participation limits which should be reflected here. The response provided to this item should reflect any such limits.

If the activity subtype is "03" (Limited Work Experience), then the ANTICIPATED COMPLETION DATE must be within six calendar months from the ENROLLMENT DATE (item #4).

If the activity is "H" and subtype is "18" (Preemployment Skills Training), participation is limited to 200 hours of actual instruction and activities.

If the activity type is "H" and subtype is "20", "21" or "22", participation is limited to 500 hours in any one of these project activities. Additionally, any combination of hours of participation in these activities is limited to 500 hours per participant.

These limits are to be tracked across program years and all fund sources.

6. WORK EXPERIENCE WORKSITE (Name) - Record the name of the worksite where the participant will be engaged in a JTPA-subsidized work

experience activity. Activity type/subtype codes denoting work experience are: "A-03", "F-03", "G-03", "H-03", "D-00", and "H-20".

If the activity is not a work experience activity, draw a line through this item.

7. WORK EXPERIENCE DOT CODE - Record the 9-digit DOT code that best represents the type of work (occupation) the participant will be performing. Refer to the Dictionary of Occupational Titles to identity the proper code. If the activity is not a work experience activity, draw a line through this item. If a worksite is recorded in item #6, a response is required here to show the nature of that work experience.

8. WORK EXPERIENCE WORKSITE CODE - (Optional) If used, record the three digit code which identifies the participant's work experience worksite. If not used, draw a line through this item.

9. TRAINING SITE CODE OR TRYOUT EMPLOYMENT SITE CODE - This item is utilized in two distinct situations; otherwise, draw a line through this item.

   1) If the participant is receiving training in the community college system complete this item by recording the 3-digit training site code of the community college/technical institute at which the training will take place. A list of these codes appears on the back of the enrollment notice.

   2) If the participant is receiving training in a tryout employment project (H-21), complete this item by recording the code "NON" or "PFP".

      Enter "NON" if the participant receives training with a public or private non-profit employer.

      Enter "PFP" if the participant receives training with a private for profit employer.

      If the tryout participant is receiving training at a private for profit site, then the youth must be economically disadvantaged and item #28 on the PD-1 must be recorded "yes".

10. TRAINING SITE (Name) - Record the name of the site where training will take place.

    This item must be completed if any of the following conditions is true:

    .Activity type "B", "C", or "E", OR
    .Activity type is "A" and activity subtype is any other than "03", OR
    .Activity type is "H" and the activity subtype is "21".

Otherwise, draw a line through this item.

For "Institutional/OJT" (E-09) projects, there will be two training sites. Record the name of the one where the participant spends the majority of his/her participation hours.

11. TRAINING DOT CODE - Record the 9-digit DOT code which identifies the training being provided to the participant. Refer to the Dictionary of Occupational Titles to identify the proper code.

    There is no code for "student"; the code must represent the occupation for which training is being provided.

    If item #10 is completed this item must be completed. Otherwise, draw a line through this item.

12. COUNSELOR ASSIGNED (optional) - If used, record the initials of the counselor responsible for assisting this participant.

13. TYPE OF PAYMENTS TO PARTICIPANT - Check only one type of payment (if any) received by the participant.

    1. NEEDS-BASED - The participant is to be paid needs based payments in accordance with the locally developed formula approved in the Job Training Plan.

    2. WAGES - The participant is to be paid wages by the project. OJT earnings are not included here, as payments are not made directly to the OJT participant by the project.

       If this item is checked, one of the following conditions must be true:

       .Activity type is "D", OR
       .Activity type is "H" and subtype is "20", OR
       .Activity subtype is "03".

    3. TRYOUT EMPLOYMENT COMPENSATION - The participant is to be compensated during training received at a private or public site.

       If this item is checked, the project activity type/subtype must be "H-21".

    4. NONE - The participant is not to be paid directly. (Check this item for those participants working for an OJT employer, not receiving needs based payments.)

14. RATE OF PAY - Record the rate at which the participant will be paid. If item #13 (TYPE OF PAYMENTS TO PARTICIPANT) is checked "1", "2", or "3" this item must be completed. If "4" is checked, draw a line through this item.

    Record the time period used to calculate the pay. SPECIFY if the time period is OTHER than hourly, weekly, monthly, or biweekly.

(Revised 12/8[illegible])

15. HOURS OF PARTICIPATION PER WEEK (BOTH PAID AND UNPAID) - Record the anticipated number of hours of participation in this project per week to the nearest tenth of an hour. This entry is not limited to the number of hours for which a participant receives pay.

16. ANTICIPATED STATUS AT PROJECT COMPLETION - Check the one item that best describes the anticipated status of the participant upon completion of the project.

    1. Planned Entry into Unsubsidized Employment/Armed Forces/ Registered Apprenticeship Program - Participant will enter unsubsidized employment, armed forces, or a registered apprenticeship program. This includes part-time and self employment. This item must be checked if activity type/subtype is "H-21".

    2. Will Return to Full-Time School - Participant will return to full-time school. This item may be checked if at the time of eligibility determination the participant was a drop-out.

    3. To Complete Level of Education - Participant will complete a level of education which had not been achieved at time of enrollment. Levels of educational attainment are elementary, secondary, and post-secondary.

    4. Project Completion with Enrollment into Another Employment/Training Project - Participant will complete this project and be enrolled in another employment/training project funded under JTPA based upon the participant's EDP.

    5. Will Enter Non-Title II Funded Employment/Training Program - Participant will enter an employment/training program not funded under Title II of the JTPA.

    6. (Ages 14-15) -Will Complete Program Objectives - Participant will complete program objectives outlined in the participant's EDP. At the time of entry participant must be less than 16 years of age.

       This response may be used only if the activity type/subtype is "H-18".

    7. Will Attain PIC Recognized Youth Employment Competency. (YOUTH ONLY) - Participant will attain PIC recognized youth employment competency. This item is available only to individuals aged 14-21 at the time of enrollment into SDA projects authorized use of this separation reason.

17. AUTHORIZING SIGNATURE - The authorized official must sign and date the form. This signature attests to the accuracy of the information on this form and authorizes enrollment for the participant into the project indicated in item #3 (ENROLLMENT NOTICE PROJECT NUMBER).

(Revised 12/87)

PD-2 Change

On the PD-2 form the participant's name and social security number and 17 digit project number must be completed. Name and social security number changes must be done on a PD-1 change form. Project numbers cannot be changed using a change form; if a participant has been enrolled using an incorrect project number you must contact the service delivery area or sub-grantee that provides your J.T.P.A. funds. Any items #5 through #16 may be changed.

12/87

N.C. DEPARTMENT OF NATURAL RESOURCES AND COMMUNITY DEVELOPME
DIVISION OF EMPLOYMENT AND TRAINING
JTPA PROJECT SEPARATION NOTICE

Use ballpoint pen or type
Items indicated by asterisk (*) are further explained on reverse side

SID #

☐ Project Separation

☐ Change in previously submitted data
(Complete items 1, 2, 3, and 7
Complete and circle all items
to be changed.)

1 PARTICIPANT'S NAME
Last First Middle Initial

2 SOCIAL SECURITY NUMBER

3 PROJECT NUMBER

a Program Year	b Fund Code	c SDA ID Number	d Contractor ID Number	e Subcontractor or Project ID	f Region	g Activity Type Code	h Activity Subtype Code

4 DATE OF SEPARATION
DAY YEAR

5 *PROJECT SEPARATION Status Code (Check One)

1 ☐ Satisfactory
2 ☐ Unsatisfactory
3 ☐ Did Not Complete

6 REASON FOR SEPARATION (Check One)

01 ☐ Entered Unsubsidized Employment
02 ☐ Entered Armed Forces
03 ☐ Entered Registered Apprenticeship Program
04 ☐ Returned To Full-Time School (Drop-outs only)
05 ☐ Completed Level Of Education Not Previously Attained
06 ☐ Entered Non-Title II Funded Program
07 ☐ (Ages 14 and [illegible] Completed Program Objectives As Specified in EDP
08 ☐ Completed Project Objectives And Continuing In Another Project Based On EDP
09 ☐ Completed Project Objectives And Awaiting Placement In Unsubsidized Employment (Holding Status [illegible] Maximum)
10 ☐ Reached Program Participation Limits
11 ☐ Found Ineligible After Enrollment
12 ☐ Administrative Separation
13 ☐ Transportation Problems
14 ☐ Child Care Problems
15 ☐ Health Problems (including Family)
16 ☐ Moved/Cannot Locate
17 ☐ Refused To Continue
18 ☐ Death
19 ☐ Lack Of Progress Toward Attainment Of Project EDP Objectives
20 ☐ Participant Was A Full-Time Student At Time Of Enrollment And Returned To Full-Time Student Status At Separation From Title II, Part B (SYETP ONLY)
21 ☐ Attained PIC Recognized Youth Employment Competencies (YOUTH ONLY) (This reason not valid after 30 June 1987)
22 ☐ Moved From One SDA JTPA Program To A JTPA Program In Another SDA
23 ☐ Attained PIC Recognized Youth Employment Competencies in the Area of Pre-employment/Work Maturity Skills
24 ☐ Attained PIC Recognized Youth Employment Competencies in the Area of Basic Education Skills
25 ☐ Attained PIC Recognized Youth Employment Competencies in the Area of Job Specific Skills
26 ☐ Attained PIC Recognized Youth Employment Competencies in the Areas of Pre-employment/Work Maturity AND Basic Education Skills
27 ☐ Attained PIC Recognized Youth Employment Competencies in the Areas of Pre-employment/Work Maturity AND Job Specific Skills
28 ☐ Attained PIC Recognized Youth Employment Competencies in the Areas of Basic Education AND Job Specific Skills
29 ☐ Attained PIC Recognized Youth Employment Competencies in the Areas of Pre-employment/Work Maturity AND Basic Education AND Job Specific Skills

INSTRUCTIONS FOR COMPLETING
DET PD-3
JTPA PROJECT SEPARATION NOTICE

1. PARTICIPANT'S NAME - Record the participant's name as it appears on the PD-2 Enrollment form for this project.

2. SOCIAL SECURITY NUMBER - Record the participant's nine digit Social Security Number as it appears on the PD-2 Enrollment form for this project.

3. PROJECT NUMBER - Record the project number that corresponds with the project number submitted on the PD-2 Enrollment form .

4. DATE OF SEPARATION - Record the date the participant separated from the project. June 30, 1988, is recorded "06/30/88". Use all six spaces.

5. PROJECT SEPARATION STATUS CODE - Check the item that best describes the participant's completion of the project:

   1. Satisfactory - The participant completed the project, and has met the goals and objectives of the project as specified in the EDP.

   2. Unsatisfactory - The participant completed the project, but did not adequately meet goals and objectives as specified in the EDP.

   3. Did Not Complete - The participant left the project before completion. This item includes participants who found unsubsidized employment prior to the end of the program.

6. REASON FOR SEPARATION - Check the one reason that best describes why the participant is being separated from the project.

   01 - Entered Unsubsidized Employment - The participant entered full-time or part-time employment not subsidized by JTPA, other than Armed Forces or a Registered Apprenticeship program.

   02 - Entered Armed Forces - The participant entered employment as a member of the Armed Forces on active duty.

   03 - Entered Registered Apprenticeship Program - The participant entered employment under a registered apprenticeship program.

   04 - Returned to Full-Time School - At the time of eligibility determination, the participant was a School Dropout* and, at the time of separation, the participant is either

enrolled in school or states the intention to enroll at the beginning of the next regularly scheduled school term.

*School Dropout - An individual who is not attending any school and is not subject to a compulsory attendance law (including an individual who is expelled and is not subject to the compulsory attendance law), and who has not received a secondary school diploma, a certificate of completion, or a General Equivalency Diploma (GED). A vocational or technical course attendee who does not have a secondary school diploma, a certificate of completion, or a GED is considered a dropout.

In order to use this separation reason, item #38 (SCHOOL STATUS) on the PD-1 must be checked "1," (School Dropout).

05 - Completed Level of Education Not Previously Achieved - The participant completed, during enrollment, a level of education which had not been achieved at the time of enrollment. Levels of education are elementary, secondary, and post-secondary. Elementary and secondary are subject to local definition.

06 - Entered Non-Title II Funded Program - The participant entered an employment/training program not funded under Title II of JTPA.

07 - (Ages 14 and 15) Completed Program Objectives as Specified in EDP - The participant completed the program objectives as defined in his/her Employability Development Plan (EDP). The participant was 14 or 15 years of age at enrollment.

08 - Completed Project Objectives and Continuing In Another Project Based on EDP - The participant completed project objectives and will continue in another JTPA project based on the Employability Development Plan (EDP).

09 - Completed Project Objectives Awaiting Placement in Unsubsidized Employment (Holding Status 90-Day Maximum) - The participant completed project objectives, is being placed in a holding status for a maximum of 90 days, and is awaiting placement into unsubsidized employment.

You may record this reason when the participant, not yet placed, has successfully completed a project specifically designed to prepare him/her for entry into unsubsidized employment. The participant may remain in the holding status for a maximum of 90 days while awaiting placement into unsubsidized employment.

If this reason for separation is recorded, then item #5 Separation Status cannot be recorded "3" - Did Not Complete.

Once a participant has been separated from all projects he/she must be terminated within 90 days with a PD-4. The project last serving the participant is responsible for completion of the PD-4.

(Revised 12/87)

THE SDA THAT LAST SERVED A PARTICIPANT UNDER FUND 3504 (TITLE II-A) MUST BE CONSULTED IN THE COMPLETION OF THE PD-4.

10 - Reached Program Participation Limits - The participant reached program activity participation limits established by the Job Training Partnership Act (Sections 108(b)(3)(A) and 205). The following projects have limits on participation:

."H-18"
."H-20"
."H-21"
."H-22"
.ANY "03"

11 - Found Ineligible After Enrollment - The participant was found ineligible after enrollment.

12 - Administrative Separation - The participant was separated for administrative reasons.

13 - Transportation Problems - The participant was separated because adequate transportation is unavailable.

14 - Family Care Problems - The participant was separated because of family care responsibilities.

15 - Health Problems (Including Family) - The participant was separated because of personal or family health problem

16 - Moved/Cannot Locate - The participant moved from the area or cannot be located.

17 - Refused to Continue - The participant refused to continue participating in this project.

18 - Death - The participant died.

19 - Lack of Progress Toward Attainment of Project/EDP Objectives - The participant was separated because of lack of progress toward attainment of project/Employability Development Plan (EDP) objectives.

20 - Participant Was A Full-time Student At Time Of Enrollment And Returned To Full-time Student Status At Separation From Title II, Part B. (SYETP ONLY).

21 - This separation reason is no longer used

22 - Moved From One SDA JTPA Program To A JTPA Program In Another SDA The participant was separated because he/she moved from the jurisdiction of one SDA into the jurisdiction of another AND enrolled in another JTPA project.

(Revised [illegible])

ATTAINED PIC RECOGNIZED YOUTH EMPLOYMENT COMPETENCIES

Separation reasons 23-29 are not available to all SDAs.

SDAs will be authorized use of appropriate separation reason(s) 23-29, by activity type/subtype, upon submission of a sufficiently developed youth competency system(s) in one or more of these categories:

1. Preemployment/Work Maturity Skills
2. Basic Skills
3. Job Specific Skills

Recording a project separation as any one of the following seven separation reasons will allow the SDA use of the termination status #18 under item #5 on the PD-4 "attained PIC recognized youth employment competencies".

Record the item which indicates the area(s) for which the participant attained PIC recognized youth employment competencies.

23 - Attained PIC Recognized Youth Employment Competencies in the area of Pre-employment/Work Maturity Skills

24 - Attained PIC Recognized Youth Employment Competencies in the area of Basic Education Skills

25 - Attained PIC Recognized Youth Employment Competencies in the area of Job Specific Skills

26 - Attained PIC Recognized Youth Employment Competencies in the areas of Pre-employment/Work Maturity AND Basic Education Skills

27 - Attained PIC Recognized Youth Employment Competencies in the areas of Pre-employment/Work Maturity AND Job Specific Skills

28 - Attained PIC Recognized Youth Employment Competencies in the areas of Basic Education AND Job Specific Skills

29 - Attained PIC Recognized Youth Employment Competencies in the areas of Pre-employment/Work Maturity AND Basic Education AND Job Specific Skills

7. AUTHORIZING SIGNATURE - The authorized official must sign and date the form. The signature attests to the accuracy of the information on this form and authorizes separation of the participant from the project indicated in item #2 (Separation Notice project number).

PD-3 Change

On the PD-3 form, the participant's name, social security number and project number must be completed exactly as they are on the corresponding and correct PD-2 enrollment. Any items #4 through #8 may be changed.

INSTRUCTIONS FOR COMPLETING
DET PD-4
JTPA PARTICIPANT TERMINATION NOTICE

1. PARTICIPANT'S NAME - Record the participant's full name as it appears on the PD-1 form.

2. SOCIAL SECURITY NUMBER - Record the participant's nine digit Social Security Number as it appears on the PD-1 form.

3. SOURCE NUMBER - Record the source number that identifies the SDA responsible for the termination, the contractor completing the form, and the unique subcontractor or project site where the form is completed.

   SDA ID # - Service Delivery Area ID Number

   CONTRACTOR ID # - Contractor ID Number

   SUB # - Sub-Contractor or Project ID

4. DATE OF TERMINATION - Record the date the participant terminated from JTPA. July 4, 1988, is recorded "07/04/88".

5. TERMINATION STATUS - Check the one reason from the following list that best describes the status of the participant at termination.

   01 Entered Unsubsidized Employment - The participant entered full-time or part-time employment not subsidized by JTPA.

   02 Entered Armed Forces - The participant entered employment as a member of the Armed Forces on active duty.

   03 Entered Registered Apprenticeship Program - The participant entered employment under a registered apprenticeship program.

   04 Returned to Full-Time School (YOUTH ONLY) - The participant is either enrolled in secondary school or in a GED program or states the intention to enroll at the beginning of the next regularly scheduled school term. (At the time of eligibility determination and enrollment, the participant must have been a *school dropout.)

   *School Dropout - An individual who is not attending any school and is not subject to a compulsory attendance law (including an individual who is expelled and is not subject to the compulsory attendance law), and who has not received a secondary school diploma, a certificate of completion, or a General Equivalency Diploma (GED). A vocational or technical course attendee who does not have a secondary

(Revised 12/8

DET PD-4
(2/87)

N.C. DEPARTMENT OF NATURAL RESOURCES AND COMMUNITY DEVELOPMENT
DIVISION OF EMPLOYMENT AND TRAINING
JTPA PARTICIPANT TERMINATION NOTICE

Use ballpoint pen or type.
Items indicated by asterisk are further explained on reverse side.

SID #

☐ Termination from JTPA (Complete all applicable items)

☐ Change in previously submitted termination data.
(complete #'s 1, 2, 3, & 15. Complete and circle items to be changed.)

1. PARTICIPANT'S NAME — Last | First | Middle Initial

2. SOCIAL SECURITY NUMBER

3. *SOURCE NUMBER — SDA ID Number | Contractor ID Number | Contractor ID Number

4. DATE OF TERMINATION — MO DAY YEAR

5. TERMINATION STATUS (Check One)

- 01 ☐ Entered Unsubsidized Employment
- 02 ☐ Entered Armed Forces
- 03 ☐ Entered Registered Apprenticeship Program
- 04 ☐ Returned To Full-Time School (YOUTH ONLY)
- 05 ☐ Completed Level Of Education Not Previously Achieved (YOUTH ONLY — ELEMENTARY SECONDARY, OR POST-SECONDARY)
- 06 ☐ Entered Non-Title II Funded Program (YOUTH ONLY)
- 07 ☐ (Ages 14 and 15) Completed Program Objectives As Specified in EDP
- 08 ☐ Found Ineligible After Enrollment
- 09 ☐ Administrative Termination
- 10 ☐ Transportation Problems
- 11 ☐ Family Care Problems
- 12 ☐ Health Problems (Including Family)
- 13 ☐ Moved/Cannot Locate
- 14 ☐ Refused To Continue
- 15 ☐ Death
- 16 ☐ Lack Of Progress Toward Attainment Of Program/EDP Objectives
- 17 ☐ Successfully Completed Training, Not Placed
- 18 ☐ Attained PIC Recognized Youth Employment Competencies (YOUTH ONLY)

THIS SECTION TO BE COMPLETED IF STATUS 01, 02, OR 03 IS CHECKED IN ITEM #5
THE FOLLOWING ITEMS REFER TO THE UNSUBSIDIZED JOB THAT THE PARTICIPANT HAS RECEIVED

6. TYPE OF PLACEMENT

- 1 ☐ Received Only JPA Counseling And Placement Services
- 2 ☐ Received JTPA Training And/Or Employment Services

7. PLACED BY

- 1 ☐ JTPA Program
- 2 ☐ Other Including Self-Placement

8. TRAINING RELATED PLACEMENT

Y ☐ Yes N ☐ No

BEGINNING HOURLY WAGE AT TERMINATION

10. HOURS WORKED PER WEEK AT TERMINATION

11. Name of Employer

12. Address of Employer

City, State

13. Termination Occupation Name/Title

14.* Termination DOT Code

15. Authorizing Signature

938

school diplo . a certificate of completion, or a GED is considered a opout.

In order to use this termination reason, PD-1 item [illegible] (SCHOOL STATUS) must be checked "1", (School Dr[illegible]t). This reason may be used f[illegible] YOUTH ONLY unlike "Returned to Full-Time School" on the P[illegible] which can be used for adults (individuals over 21 at the t[illegible] f enrollment into their last 3504 project) and youth.

05 Completed Level of Education Not Previously Achieved (YOUTH ONLY - ELEMENTARY, SECON[illegible], OR POST-SECONDA[illegible] - The participant completed, duri[illegible] nrollment, a level of education. Levels of education are elemen ary, secondary, and post-sec dary. Elementary and secondary are locally defined.

06 Entered Non-Title II Funded Program (YOUTH ONLY) - At the time of termination, the participant entered an employment/training program not funded under Title II of JTPA.

07 (Ages 14 and 15) Completed Program Objectives as Specified in EDP - The participant completed program objectives as defined in his/her Employability Development Plan (EDP).

08 Found Ineligible After Enrollment - The participant was found ineligible after enrollment.

09 Administrative Termination - The participant was terminated for administrative reasons.

10 Transportation Problems - The participant was termin[illegible] because adequate transportation was unavailable.

11 Family Care Problems - The participant was terminated because of family care responsibilities.

12 Health Problems (Including Family) - The participant wa[illegible] terminated because of personal or family health p[illegible].

13 M[illegible]d/Cannot Locate - The participant moved from the ar[illegible] or [illegible] cannot be located.

14 Refused To [illegible]tinue - The participant refused to conti[illegible]e participati[illegible]

15 Death - The participant died.

16 Lack of Progress Toward Attainment of Program/EDP Objectives - The participant was terminated because of lack of progress toward attainment of program/Employability Development Plan (EDP) objectives.

17 Successfully Completed Training, Not Placed - The participant was terminated because he/she completed training, but was not placed in unsubsidized employment.

18 Attained PIC Recognized Youth Employment Competencies (YOUTH ONLY) - Participant attained PIC recognized youth employment competencies as outlined in the Job Training Plan.

ITEMS #6-14 MUST BE COMPLETED ONLY IF THE TERMINATION STATUS IN ITEM #5 IS 01, 02, OR 03 INDICATING THAT THE PARTICIPANT IS EMPLOYED IN A JOB NOT SUBSIDIZED BY JTPA. OTHERWISE, THESE ITEMS MUST BE LEFT BLANK

6. TYPE OF PLACEMENT - Check the item that describes the services the participant has received.

   1 Received Only JTPA Counseling and Placement Services.

   2 Received JTPA Training and/or Employment Services.

7. PLACED BY - Check the item that describes how the participant found his/her job.

   1 JTPA Program - The participant was placed by the JTPA program.

   2 Other, Including Self-Placement - The participant was placed through means other than JTPA. This includes self-placement.

8. TRAINING RELATED PLACEMENT - Check "Y" (Yes) if the participant's unsubsidized job is related to the trainin. received through participation in a JTPA program. Otherwise, check "N" (No).

9. BEGINNING HOURLY WAGE AT TERMINATION - Enter the starting hourly wage the participant is to receive in the unsubsidi: d job. If the terminee is to be paid on other than an hourly basi , calculate the equivalent hourly wage to be entered in this item.

   Example: The participant is to be paid $140.00 per week for 40 hours of work per week. To calculate the hourly wage, divide $140.00 by 40 hours. This equals $3.50, which would be entered in this item as "03.50".

10. HOURS WORKED PER WEEK AT TERMINATION - Record the number of hours (to the nearest tenth) the participant is expected to work each week.

11. NAME OF EMPLOYER - Record, without punctuation, the employer's name.

12. ADDRESS OF EMPLOYER - Include suff. ient information to locate the employer for follow-up purposes.

(Revised 12/87)

13. TERMINATION OCCUPATION NAME/TITLE - Record the name or title of the position that best describes the duties of the occupation into which the participant was placed.

14. TERMINATION DOT CODE - Record the 9-digit DOT code as provided in the Dictionary of Occupational Titles that identifies the occupation at termination as listed in item #13.

    (When the participant is entering the Armed Forces, use the following DOT code: 378X267XX.)

15. AUTHORIZING SIGNATURE - The authorized official must sign and date this form. This signature attests to the accuracy of the termination information on this form.

PD-4 Change

On the PD-4, name and social security number must be completed as they appear on the corresponding correct PD-1 form. Any items #4 through #15 may be changed provided that documentation is provided completely addressing the following questions:

- How was the previously submitted incorrect information discovered?
- Has the currently submitted information been verified?

INSTRUCTIONS FOR COMPLETING DET PD-9 TRANSMITTAL NOTICE

1. PROJECT NUMBER - Enter the seventeen (17) digit number which identifies the Local Education Agency (LEA) and project.
2. A) PROJECT NAME - Enter the name of school and program.
   B) OFFICE PHONE NUMBER - Enter the telephone number of intake site.
   C) SUBMITTED BY - Enter the name of person submitting information.
   D) DATE SUBMITTED - Enter the date on which forms are submitted.
3. NUMBER OF FORMS TRANSMITTED - Enter the number of forms submitted for each transaction.
4. NAME - List each participant for which a transmittal document is being sent.
5. SOCIAL SECURITY NUMBER - Enter the Social Security number of each participant.
6. DET PD-1, PD-2, PD-3, PD-4, - Indicate the type of form(s) submitted for each participant.

TRANSMITTAL NOTICE FOR PARTICIPANT FORMS

1. PROJECT NUMBER	FY	FUND	SDA ID#	CONTRACT	SUB-CONT.	REG	ACT	SUB-ACT
	6	3504	00	9600	10	S	H	17

James Madison High School
Extended School Day
(PROJECT NAME)

Larry Lewis
(SUBMITTED BY)

(919) 777-8877
(OFFICE PHONE NUMBER)

9/16/86
(DATE SUBMITTED)

TOTAL DOCUMENTS TRANSMITTED DOCUMENT	NO. OF FORMS TRANSMITTED	DET OFFICE USE ONLY NO. RECEIVED
A. JTPA Application PD-1		
B. JTPA Application Change Notice PD-1	1	
C. JTPA Project Enrollment Notice PD-2	2	
D. JTPA Project Enrollment Change Notice PD-2		
JTPA Project Separation Notice PD-3		
JTPA Project Separation Change Notice PD-3		
G. JTPA Participant Termination Notice PD-4		
H. JTPA Participant Termination Change Notice PD-4		

Name (List each participant)	Social Security Number	DET PD-1	DET PD-2	DET [illegible]	DET PD-4
John Doe	0001-01-0001	X	X		
Lisa Doe	0001-01-0002	X	X		
Jason Doe	0001-01-0003	X			

DET-PD-9

N. C. DEPARTMENT OF
NATURAL RESOURCES AND COMMUNITY DEVELOPMENT
DIVISION OF EMPLOYMENT AND TRAINING

TRANSMITTAL NOTICE FOR PARTICIPANT FORMS

1. PROJECT NUMBER

FY	FUND	SDA ID#	CONTRACT	SUB-CONT.	REG	ACT	SUB-ACT
6	3504	00	9600	10	S	H	17

James Madison High School
Extended School Day
(PROJECT NAME)

Larry Lewis
(SUBMITTED BY)

(919) 777-8877
(OFFICE PHONE NUMBER)

9/16/86
(DATE SUBMITTED)

TOTAL DOCUMENTS TRANSMITTED DOCUMENT	NO. OF FORMS TRANSMITTED	DET OFFICE USE ONLY NO. RECEIVED
A. JTPA Application PD-1	2	
B. JTPA Application Change Notice PD-1	1	
C. JTPA Project Enrollment Notice PD-2	2	
D. JTPA Project Enrollment Change Notice PD-2		
JTPA Project Separation Notice PD-3		
JTPA Project Separation Change Notice PD-3		
G. JTPA Participant Termination Notice PD-4		
H. JTPA Participant Termination Change Notice PD-4		

Name (List each participant)	Social Security Number	DET PD-1	DET PD-2	DET PD-3	DET PD-4
John Doe	0001-01-0001	X	X		
Lisa Doe	0001-01-0002	X	X		
Jason Doe	0001-01-0003	X			

Capitals indicate PD FORM item.

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CONTACT PERSONNEL

Department of Public Instruction

Theodore Drain	Assistant State Superintendent	733-3614
William McGrady	Deputy Assistant State Superintendent	733-3614
Dennis O. Davis	Director, Division of Support Programs	733-5461
Richard Clontz	Special Assistant for Management	733-7665
Frances Melott	JTPA Coordinator	733-7665
Mike Occhipinti	Technical Consultant	733-7665

Division of Support Programs
Department of Public Instruction
116 W. Edenton Street
Raleigh, NC 27603-1712

Controller's Office

Joyce Baffi	Associate Controller	733-9396
Nurham Warwick	Director, Division of Federal Programs	733-6677
Sharon Royster	Budget Manager/JTPA Accountant	733-3841
Philip Price	Accountant Manager	733-3637
Mandy Farmer	JTPA Accountant	733-3637
Barbara Hardy	JTPA Project Accountant	733-3841

Division of Federal Programs
Department of Public Education
116 West Edenton Street
Raleigh, NC 27603-1712

APPENDIX/SAMPLE FORMS

Administrative File Checklist

Participant File Checklist

JTPA Program Eligibility Review and Verification Record

JTPA Participant's Rights Form

Orientation Checklist For JTPA Participants

Employability Developmental Plan (EDP)

Interagency Cooperative Agreements

JTPA Student Counseling Log

Pre-Employment Skills Training Log (H-18)

Responsibilities of Participating Parties

JTPA Training Agreement and Plan

Student/Employee Work Evaluation

Work Experience Tracking Sheet

Master List For Review and Verification

Non-Hazardous Occupation Form

Recruitment Documentation

Citizenship Verification (I-9)

Amendment Request

Administrative File Checklist

Federal Register

Job Training Plan

LEA Project Application (RFP)

The Act and All Regulations

Cooperative Agreements - DPI/LEA/SDA and Interagency

Budget Amendment(s)

Property Approval

Property Inventory

General Correspondence

Local Personnel Policy

Directives from the Grantor

Outreach/Recruitment

Technical Assistance Guide

Applications Taken But Not Enrolled

Insurance

Transmittal Notice

Review and Verification Procedure/Master List

Tracking System

Job Contact Documentation

Job Bank

Dictionary of Occupational Titles

Master List of Employed Participants

Record of Wages

Self-monitoring Instrument

Collaborative Committee

Participant File Checklist

PD-1 - Application Form

PD-2 - Enrollment Form

PD-3 - Separation Form

PD-4 - Termination Form

Eligibility Verification

Citizenship Verification (I-9)

Selective Service Verification

Handicap Verification

Orientation Checklist

Participant Rights Form

Employability Developmental Plan

Counseling Log

Work Related Documents

Training Agreements and Plans

JTPA PROGRAM ELIGIBILITY REVIEW AND VERIFICATION RECORD

NAME: _____ Title II-A _____

SOCIAL SECURITY NUMBER: _____ Title II-B _____

PROJECT NUMBER: _____ 3% _____

ELIGIBILITY ITEM	VERIFICATION SOURCES	VERIFICATION SOURCES USED	RESULTS
Birthday & Age	*Birth Certificate *Driver's License *School ID Card *Work Permit		
Citizenship	*Employment Eligibility Verification (I-9)		
Residential Address	*Driver's License *Phone Directory *Utility Bills *Rent Receipts *Voter Registration *Library Card *School ID Card		
Selective Service Registration	*Selective Service System		
Family Income	*Pay Stubs *Employer Contacts *Public Assistance Records	*UI Documents *Public *W-2 Forms *Family Members	
Number in Family	*Public Assistance Records Agencies *Collateral Contacts	*Social Service	
Receives Cash Welfare Payments	*Welfare Records *Welfare Eligibility Guidelines Agency Contacts	*Social Service	

ELIGIBILITY ITEM	VERIFICATION SOURCES	VERIFICATION SOURCES USED	RESULTS
Foster Child	*Certifications from		

Status	Appropriate Institution or Agency
Receives Food Stamps	*Social Service Agency Contacts *Food Stamp Identification Card
Eligible Non-Citizen Status	*Ins. Papers *Alien Workcards *Passport *Birth Certificate *Voter Registration
Handicapped	*Voc. Rehab. Agencies *Social Services Agencies *Veterans Administration *Doctor Reference
For Handicapped Individuals Only: Individual Income	*See Verification Sources Listed Under Family Income
For Non-Economically Disadvantaged Only: Barrier(s) To Employment: Limited English Displaced Homemaker School Dropout Teenage Parent Handicapped Older Worker (55+) Veteran Offender Alcoholic Addict Other, Specify: _____ _____	*Specify Applicable Barriers:

VERIFICATION RESULTS:

NAME:

TITLE: _____

_____

___ Applicant Eligible (Economically Disadvantaged)

___ Applicant Eligible (Non-Economically Disadvantaged)

DATE:

JTPA PARTICIPANT'S RIGHTS FORM

PARTICIPANT'S CIVIL RIGHTS

Service Delivery Areas and State Agencies may not discriminate on the basis of race, color, handicap, sex, age, national origin, religious or political affiliation or beliefs in: (1) Selection for the program, (2) Job assignment, (3) Termination, or (4) Any other term, condition, benefit or privilege of employment or training.

PARTICIPANT'S EMPLOYMENT AND GRIEVANCE RIGHTS

(1) Employment Rights: Appropriate standards for health and safety in work and training situations must be maintained. All enrollees in work or training activities must be covered by Workmen's Compensation Insurance, or the equivalent. Enrollees will be paid at a rate not less than the Fair Labor Standards or state or local minimum wage, whichever is highest. Enrollees should have pay procedures as well as time limits and goals of the program explained to them at the time of enrollment.

(2) Grievance Rights: Each Service Delivery Area and State Agency must establish and maintain grievance procedures for participants which shall identify procedures are to be made available to all participants at the time of enrollment. These procedures are to fully describe and outline how complaints are to be filed. All complaints should be filed in writing.

PARTICIPANT APPEALS

In the event any JTPA participant feels that it is necessary to file a program complaint he/she should contact his/her SDA or State Agency Equal Opportunity Officer or designee, and

(1) Make every attempt to resolve the problem or complaint through informal counseling or negotiation.

(2) File the complaint through appropriate channels with the SDA or State Agency Equal Opportunity Officer or designee.

(3) The complaint will be required to exhaust his/her SDA or State Agency complaint procedures prior to filing with the Civil Rights Officer.

(4) Appeal in writing to the Civil Rights Officer at the following address:

Division of Employment and Training
P. O. Box 27687
Raleigh, North Carolina 27611

The Civil Rights Officer will review and/or investigate the complaint and issue a written Determination. The complainant, Service Delivery Area or State Agency, and SDA sub-grantee will be notified of the Determination and further steps that may be taken. Should this Determination be unacceptable to the complainant, he/she should then:

(5) Appeal to the Director of the Office of Administrative Hearings at the following address:

North Carolina Department of Natural Resources
and Community Development
P. O. Box 27687
Raleigh, North Carolina 27611

This appeal must contain the following information:

(a) The full name and address of the person making the charge;
(b) The full name and address of the party against whom the formal appeal is made;
(c) A copy of the Determination made by the Civil Rights Officer; and
(d) A clear and concise statement of any areas of disagreement.

Any appeal not filed within prescribed time frames may be administratively dismissed as "untimely filed." Appeals must be in writing.

.....

The above has been explained to my by _____

on _____and I have been offered a copy to retain.

An Officer or designee:_____Participant____ _____

ORIENTATION CHECKLIST FOR JTPA PARTICIPANTS

Instructions:

Each new participant should be provided an orientation to the JTPA project in which he/she is being enrolled. The following checklist should be used as a guideline for the orientation and after completion, a signed copy placed in the participant's file.

____ 1. Brief explanation of JTPA rules and regulations including eligibility requirements.

____ 2. Explanation of the purpose and goals of the enrolling project and any special features of the funding source or SDA and regional requirements.

____ 3. Explanation of the specific participation limits of the enrolling project:

____ a. Tryout Employment (H-21) and Entry Employment (H-20) is limited to 20 hours weekly (except during summer and holidays) for a total of 250 hours in each program. (Sec. 205 (d) (3) (b))

____ b. Inform that notification, in writing, will be provided two weeks before a limitation is met.

4. E.E.O.

____ a. Inform participant of rights and grievance procedure

____ b. E.E.O. Officer for the LEA is:_____
Office Location:_____Telephone:_____

____5. Explanation of the Hatch Act: Basically, that no participant can do anything that is considered as political activity during working hours. This includes: soliciting, transporting voters, distributing campaign material, working on or developing campaign materials, etc.

6. Training Component:

____ a. Make participants aware that they will be involved in training. Set ground rules for participation.

____ b. Discuss arrangements necessary for the individual and/or group sessions with the program operator.

____ c. Explain the importance of high school education to their future employability.

7. Work Component: (if applicable)

a. Provide a Brief Description of Job:

____ (1) Job title and list of duties _____

____ (2) Rate of Pay $3.35/hour _____

____ (3) Supervisor's name _____

____ (4) Worksite location _____

b. Timesheets: (if applicable)

____ (1) Describe procedure stressing accuracy and completeness of the form. Also discuss training timesheet.

____ (2) Discuss overtime policy and documentation on timesheet.

c. Withholding Tax Forms: Get signed, dated, and file in participant's file.

d. Explain that JTPA work experience is temporary and that the participant and the program operator should continue to seek unsubsidized employment.

e. Fringe Benefits: (if applicable)

____ (1) All are covered by Workmen's Compensation - give explanation of coverage and filing of a claim.

____ (2) Travel Reimbursement - describe policy.

____ (3) All are covered by Accidental Medical Insurance Coverage.

8. Discuss EDP:

____ a. Its purpose and how it will be used in obtaining an unsubsidized job.

____ b. Periodic Review System: Discuss that the participant will be evaluated periodically (state how often) in terms of updating the EDP and determining the job readiness.

____ 9. Discuss referrals to other JTPA or related programs and service providers

____ 10. Provide assurance of ongoing support and assistance throughout participation in this JTPA project.

_____ _____
(NAME) (PARTICIPANT'S SIGNATURE)

_____ _____
(LOCATION/ADDRESS OF OFFICE) (DATE)

_____
(TELEPHONE NUMBER)

EMPLOYABILITY DEVELOPMENTAL PLAN (EDP)

Participant's Name_____Soc. Sec. #_____

Enrollment Date_____/_____/_____ Developmental Date ____/____/____

EDP DEVELOPMENT MUST BEGIN WITHIN FIFTEEN (15) WORKING DAYS OF ENROLLMENT

1. ASSESSMENT

A. Educational History: (Strengths and needs)_____

_____

_____

B. Testing/Inventories:

Type Date Results

_____

_____

_____

C. Extracurricular Activities:_____

_____

D. Employment History:

1. Experience:_____

_____

2. Barriers to Employment: Specific Problems:

_____Lacks vocational skills _____
_____Transportation _____
_____Legal problems _____
_____Health _____
_____Housing _____
_____Child care _____
_____Martial problems _____
_____Handicap _____
_____Other _____

II. GOALS/ACTION STEPS

III. STATEMENT OF UNDERSTANDING

This individualized Employability Developmental Plan has been developed in mutual cooperation and agreement. One of the main purposes being to provide transition from this school into employment.

Enrollee's Signature_____Date___/___/___

Program Coordinator's Signature_____Date___/___/___

GOALS/ACTION STEPS

A. Educational Goal(s) | Proj. Beg. Date | Action Step(s) | End Date

B. Employment Goal(s) | Action Step(s) | End Date

Periodic Progress Report (should be updated at least every 90 days)

Date | State Goal No. | Comments

(Attach additional sheet when needed)

NORTH CAROLINA DEPARTMENT OF PUBLIC EDUCATION
DIVISION OF SUPPORT PROGRAMS

COOPERATIVE AGREEMENT

To Whom It May Concern:

We agree to support the activities of the local school system in its operation of JTPA Programs for school youth. We will accept referrals of clients/applicants requiring our services and will refer our clients/applicants to the local school system for possible enrollment.

This is a non-financial agreement leading to better service being available for JTPA participants.

Signature	Signature
School System	Agency
Date	Date

INTERAGENCY COOPERATIVE AGREEMENT

The national government has established the Job Training Partnership Act (JTPA) to assist disadvantaged individuals in becoming successful, productive members of the nation's labor force. To participate in the realization of that goal, the JTPA program has been established at _____ to serve economically disadvantaged youth.

The primary aim of this program is to prepare eligible youth for a successful transition from school to work. To assist in making the program a success, your agency may be asked to provide information, referrals and/or special services to these students. Please indicate your agency's willingness to cooperate with the program coordinator by signing in the appropriate space below.

_____ _____

Signature (Manager/Director) Date

_____

Agency

_____ _____

Signature (JTPA Program Coordinator) Date

_____

School

NORTH CAROLINA DEPARTMENT OF PUBLIC EDUCATION

DIVISION OF SUPPORT PROGRAMS

COOPERATIVE AGREEMENT

Pursuant to the Job Training Partnership Act, this Agreement is hereby entered into by the Department of Public Education and the _____ LEA.

SPECIAL CONDITIONS AND AGREEMENTS

(1) The Department of Public Education agrees to forward to the Local Education Agency (LEA) JTPA information from the Division of Employment and Training and other governmental agencies pertaining to legislation, regulations, orders, circulars, instructions and issuances, state and federal laws, and other information pertinent to operating JTPA programs.

(2) DPE agrees to provide technical assistance and consultative services to the LEA via written guidelines, training sessions, site visitations, and other modes.

(3) The LEA agrees to comply with the applicable provisions and the written contents contained within the attached JTPA State Education Contract Application document.

(4) The LEA agrees to provide DPE with the necessary local project data to prepare required reports for the State Board of Education, Division of Employment and Training, and others.

(5) The LEA agrees to cooperate with the Private Industry Councils from the Service Delivery Areas in implementing JTPA Programs and in developing cooperative agreements.

The State Department of Public Education and the LEA desire to work closely together to insure that all students remain in school and graduate or otherwise receive a high school education which provides them with the basic academic and employability skills necessary to compete in the labor market and obtain self-supporting employment.

The undersigned agree that their agencies will cooperate in implementing the JTPA programs. Please sign and return to JTPA Section, Division of Support Programs, Department of Public Instruction, 116 West Edenton Street, Raleigh, North Carolina 27603-1712.

_____ _____

Dennis O. Davis (Superintendent's Signature)
Director, Division of Support Programs
Department of Public Instruction

_____

(LEA)

_____ _____

(Date) (Date)

JTPA STUDENT COUNSELING LOG

Name of Student: _____

School: _____

Program Coordinator: _____

DATE	LENGTH OF SESSION	SERVICES/ACTIVITIES/REFERRALS PROVIDED

Pre-Employment Skills Tr ning (H-18)
200-Hour Log

Participant Name	Beginning Hours	Week Ending	Week Ending	Week Ending	Week Ending	Week Ending	Week Ending	Week Ending	Week Ending
	200								
	200								
	200								
	200								
	200								
	200								
	200								
	200								
	200								
	200								
	200								
	200								
	200								
	200								
	200								
	200								
	200								
	200								

RESPONSIBILITIES OF PARTICIPATING PARTIES
JTPA WORK EXPERIENCE ACTIVITY

A. Trainee will abide by the regulations and policies of this employer and the school.

B. The employer assumes the responsibility of providing the trainee with the broadest experience in keeping with the job activities.

C. The coordinator will arrange for school related instruction, consultation, and advisory service to parties concerned with this training program.

D. The employment of the trainee shall conform to all federal, state and local laws and regulations, including non-discrimination against any applicant or employee because of race, color, or national origin.

E. This training program shall not be interrupted without prior consultation between the trainee, employer, and coordinator.

F. The employer will provide worksite supervision for trainees placed under this agreement. Supervisor/participant ratio will not be greater than 1-8 for JTPA participants.

G. The employer and the coordinator will insure that all placements meet Federal Labor Law Standards against hazardous occupations to guarantee participant's safety.

H. The Program Coordinator will monitor work sites bimonthly, provide orientation to supervisors and participants, and will document and maintain record of visitations in participant's files.

SIGNATURE OF PERSONS APPROVING THIS PROGRAM

STUDENT_____ DATE_____

EMPLOYER_____ DATE_____

PARENT_____ DATE_____

PROGRAM COORDINATOR_____ DATE_____

JTPA TRAINING AGREEMENT AND PLAN

Name:_____ Address:_____

Phone:_____ Age:_____ Birthdate:_____

Social Security No:_____ Grade:_____ Sex:_____

Name of School:_____

Date Employment Begins:_____ Completion Date:_____

Rate of Pay:_____ Daily Schedule:_____

Total Hours per day:_____ Maximum hours per week:_____

COOPERATIVE TRAINING SITE

Employer:_____ Address:_____

Phone:_____ City:_____

Supervisor:_____ Job Title:_____

This is to certify that the 50 hour pre-employment requirement has been met/and the participant is job ready.

Name:_____ Date:_____
School Designee

JOB ACTIVITIES RELATED CLASSROOM INSTRUCTION

Special Supportive Instruction needed:

JTPA WORK EXPERIENCE ACTIVITY

Student/Employee Work Evaluation

Student Name (Last, First)_____

Occupation_____ Date Started Work_____

DOT Code_____ Date Training Completed_____

By evaluating the trainee's abilities and limitations, you will be helping this program render a better service. Discuss this evaluation with your employer, it will give him a better understanding of the job responsibilities.

Please rate each area below. One (1) being lowest possible score and six (6) being highest possible score.

Evaluation Items	1	2	3	4	5	6
1. Acceptance of responsibility. Follows directions and works without close supervision						
2. Initiative in performing assigned duties						
3. Relationship with other employees (Exercises tact, courtesy, and cooperation)						
4. Promptness in reporting to work						
5. Regularity in reporting to work						
6. Personal grooming and dress approrpiate for the job						
7. Conduct and attitude						
8. Quality of work						
9. Quantity of work (output adequacy)						
10. Skills used on the job (Acquires and uses appropriate skills)						
11. Total hours of direct supervision required						

Total Hours Worked During Month_____
Hours Absent When Work Available_____
Number of Times Late Reporting for Work _____
OVERALL EVALUATION-Positive_____Non-Positive_____
Have Discussed This Evaluation With the Trainee_____
(Supervisor's Signature)

Trainee's Signature After Review_____

Work Experience Tracking Sheet

250-Hour Log

Participant Name	Beginning Hours	Week Ending	Week Ending	Week Ending	Week Ending	Week Ending	Week Ending	Week Ending	Week Ending
	250								
	250								
	250								
	250								
	250								
	250								
	250								
	250								
	250								
	250								
	250								
	250								
	250								
	250								
	250								
	250								

MASTER LIST FOR REVIEW & VERIFICATION

CONTRACTOR _____ CONTRACT # _____

QUARTER _____ PROGRAM _____

TOTAL # ENROLLED DURING QUARTER _____

APPLICANT NAME	SOCIAL SECURITY NUMBER	DATE VERIFICATION COMPLETED	ELIGIBLE OR INELIGIBLE

NON-HAZARDOUS OCCUPATION

NORTH CAROLINA DEPARTMENT OF LABOR
DIVISION OF SUPPORT PROGRAMS

PLEASE TYE
OR PRINT
CLEARLY

_____, _____, _____, _____
(name) (date of birth) (age) (sex)

_____, _____, _____, _____
(complete mailing address) (zip) (area code) (phone)

may work as _____

_____, _____
(company name) (street or post office box)

_____, NC _____, _____
(city) (zip) (area code) (phone)

We certify that the above age information is correct, that the youth will not be employed in a hazardous occupation described in the Wage and Hour Act, and that, if under age 16, the youth will be employed only in a permitted occupation and only during legal hours.

SIGNATURES: YOUTH _____ _____
(must sign in presence of issuing officer) (social security)

PARENT/GUARDIAN _____

EMPLOYER _____

APPROVED: _____
Director of Social Services County

Please see back of blue copy for additional information

1.5.1911
YE-1
Revised 1/85
Printed 500M

NORTH CAROLINA DEPARTMENT OF LABOR COPY

_____

_____

RECR[illegible]ATION
[illegible]

NAME _____ DATE _____

ADDRESS _____

PHONE _____

CONTACT METH[illegible]	O[illegible]TCOME	COMMENTS

VISIT: ENROLLED:

PHONE: NOT ENROLLED:

BROCHURE/LETTER:

OTHER:

EMPLOYMENT ELIGIBILITY VERIFICATION (Form I-9)

1 EMPLOYEE INFORMATION AND VERIFICATION: (To be completed and signed by employee.)

Name (Print or Type) Last	First	Middle	Birth Name
Address (Street Name and Number)	City	State	ZIP Code
Date of Birth (Month Day Year)		Social Security Number	

I attest, under penalty of perjury, that I am (check a box):

☐ 1. A citizen or national of the United States

☐ 2. An alien lawfully admitted for permanent residence (Alien Number A _____)

☐ 3. An alien authorized by the Immigration and Naturalization Service to work in the United States (Alien Number A _____ or Admission Number _____ . expiration of employment authorization, if any _____)

I attest, under penalty of perjury, the documents that I have presented as evidence of identity and employment eligibility are genuine and relate to me. I am aware that federal law provides for imprisonment and/or fine for any false statements or use of false documents in connection with this certificate.

Signature	Date (Month/Day/Year)

PREPARER/TRANSLATOR CERTIFICATION (To be completed if prepared by person other than the employee.) I attest, under penalty of perjury, that the above was prepared by me at the request of the named individual and is based on all information of which I have any knowledge.

Signature	Name (Print or Type)		
Address (Street Name and Number)	City	State	Zip Code

2 EMPLOYER REVIEW AND VERIFICATION: (To be completed and signed by employer.)

Instructions

Examine one document from List A and check the appropriate box. ***OR*** examine one document from List B ***and*** one from List C and check the appropriate boxes. Provide the ***Document Identification Number*** and ***Expiration Date*** for the document checked.

List A Documents that Establish Identity and Employment Eligibility	List B Documents that Establish Identity	and	List C Documents that Establish Employment Eligibility
☐ 1. United States Passport	☐ 1. A State-issued driver's license or a State-issued I.D. card with a photograph, or information, including name, sex, date of birth, height, weight, and color of eyes (Specify State) _____)		☐ 1. Original Social Security Number Card (other than a card stating it is not valid for employment)
☐ 2. Certificate of United States Citizenship	☐ 2. U.S. Military Card		☐ 2. A birth certificate issued by State, county, or municipal authority bearing a seal or other certification
☐ 3. Certificate of Naturalization	☐ 3. Other (Specify document and issuing authority)		☐ 3. Unexpired INS Employment Authorization Specify form # _____
☐ 4. Unexpired foreign passport with attached Employment Authorization			
☐ 5. Alien Registration Card with photograph			
Document Identification # _____	***Document Identification*** # _____		***Document Identification*** # _____
Expiration Date (if any) _____	***Expiration Date (if any)*** _____		***Expiration Date (if any)*** _____

CERTIFICATION: I attest, under penalty of perjury, that I have examined the documents presented by the above individual, that they appear to be genuine and to relate to the individual named, and that the individual, to the best of my knowledge, is eligible to work in the United States.

Signature	Name (Print or Type)	Title
Employer Name	Address	Date

Form I-9 (05-07-87)
OMB No. 1115-0136

U.S. Department of Justice
Immigration and Naturalization Service

Employment Eligibility Verification

SECTION Authority for collecting the information on this form is in Title 8, United States Code Section 1324A which requires employers to verify employment eligibility of individuals on a form approved by the Attorney General. This form will be used to verify the individual's eligibility for employment in the United States. Failure to present this form for inspection to officers of the Immigration and Naturalization Service or Department of Labor within the time period specified by regulation, or improper completion or retention of this form, may be a violation of the above law and may result in a civil money penalty.

Section 1. Instructions to Employee/Preparer for completing this form

Instructions for the employee

All employees, upon being hired, must complete Section 1 of this form. Any person hired after November 6, 1986 must complete this form. (For the purpose of completion of this form the term "hired" applies to those employed, recruited or referred for a fee.)

All employees must print or type their complete name, address, date of birth, and Social Security Number. The block which correctly indicates the employee's immigration status must be checked. If the second block is checked, the employee's Alien Registration Number must be provided. If the third block is checked, the employee's Alien Registration Number *or* Admission Number must be provided, as well as the date of expiration of that status, if it expires.

All employees whose present names differ from birth names, because of marriage or other reasons, must print or type their birth names in the appropriate space of Section 1. Also, employees whose names change after employment verification should report these changes to their employer.

All employees must sign and date the form.

Instructions for the preparer of the form, if not the employee.

If a person assists the employee with completing this form, the preparer must certify the form by signing it and printing or typing his or her complete name and address.

Section 2. Instructions to Employer for completing this form

(For the purpose of completion of this form, the term "employer" applies to employers and those who recruit or refer for a fee.)

Employers must complete this section by examining evidence of identity and employment eligibility, and:

- checking the appropriate box in List A *or* boxes in both Lists B and C
- recording the document identification number and expiration date (if any)
- recording the type of form if not specifically identified in the list,
- signing the certification section.

NOTE: Employers are responsible for reverifying employment eligibility of employees whose employment eligibility documents carry an expiration date.

Copies of documentation presented by an individual for the purpose of establishing identity and employment eligibility may be copied and retained for the purpose of complying with the requirements of this form and no other purpose. Any copies of documentation made for this purpose should be maintained with this form.

Name changes of employees which occur after preparation of this form should be recorded on the form by crossing through the old name, entering the new name and the reason (such as marriage), and dating and initialing the changes. Employers should not attempt to delete or erase the old name in any fashion.

RETENTION OF RECORDS

This form must be retained by the employer for:

- three years after the date of hiring, or
- one year after the date the employment is terminated, whichever is later.

Employers may photocopy or reprint this form as necessary.

U.S. Department of Justice
Immigration and Naturalization Service

OMB No. 1115-0136
Form I-9 (05-87)

FPD 209
(R 1/88)

NORTH CAROLINA STATE BOARD OF EDUCATION
CONTROLLER'S OFFICE
Division of Federal Programs
116 West Edenton Street
Raleigh, North Carolina 27603-1712

AMENDMENT REQUEST # ____
PROGRAM REPORT CODE # ____
PROGRAM: _____

Unit Name _____ Unit Number _____

Project Number _____ $ _____ Approved Budget Amount

Project Period: Beginning _____ Ending _____

ACCOUNT CLASSIFICATION	(1) 3-XXXX- -XX ACCOUNT CODE	(2) APPROVED BUDGET	(3) INCREASES AND/OR DECREASES	+ / -	(4) APPROVED REVISED BUDGET
		$	$		$
COLUMN TOTALS		$	$		$

(OVER)

FPD 209
(R 1/88)

Submitted by _____

*Signature _____ _____
Superintendent or Finance Officer Date

_____

FOR STATE AGENCY USE ONLY:

Request Approved _____

Request Returned Without Action _____

Complete Data Received in DPI Program Office _____

Signature _____ _____
Appropriate Program Coordinator(s) Date

Signature _____ _____
Accountant, Controller's Office Date

*Submit this amendment by way of the appropriate Department of Public Instruction Program Manager. Do not submit amendments directly to the Division of Federal Programs.